

# **Installation & operation manual**

# SUPERVISOR SOFTWARE

# **KaDe Premium Plus II**



v3 16-10-2020



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# Chapter 1. INTRODUCTION

KaDe Premium Plus II (ver. 136B or higher) supervisor software is designed for using with standard controllers of KDH-KS2012/24-IP, KDH-KS2000-IP-ELV, KDH-KS2012RS, KDH-KZ2000U/M-IP types and models from previous 1000 series, i.e. KS-1012/24-RS/IP and KZ-1000-IP-U/M integrated controllers.

Note: 1000 series controllers cooperate with KaDe Premium Plus II software, but do not offer features, available for new 2000 series controllers. It pertains especially to operating in monitoring mode (particularly important for integration with VENO platform), global functions and few new functionalities, described in the further part of this manual.

Standard controllers (unlike integrated controllers) are made in the form of modules, placed in metal enclosure with power supply. They are located in the protected area. Other system components (readers, electric locks, buttons) are installed next to the controlled door and connected to the controller. Such solution guarantees higher system security level, compared to integrated controllers. Readers can use any identification technology, provided they adopt Wiegand interface.

KaDe Premium Plus II software is easy to install and has convenient graphical user interface for operator. The feature, worth to be noticed, is "Dynamic Help" window, i.e. handy manual, which can be found on the operator's home screen. After clicking in any window of the home screen, description of this item and method for defining and configuring this item will be displayed.

KaDe Premium Plus II supervisor software can serve small and medium access control systems. The operator interface allows:

- configuring physical parameters of system elements
- defining logical elements
- "on-line" system state monitoring, with graphical maps and messages
- showing user's photo after using card
- generating filtered event reports and saving them in \*.xls format

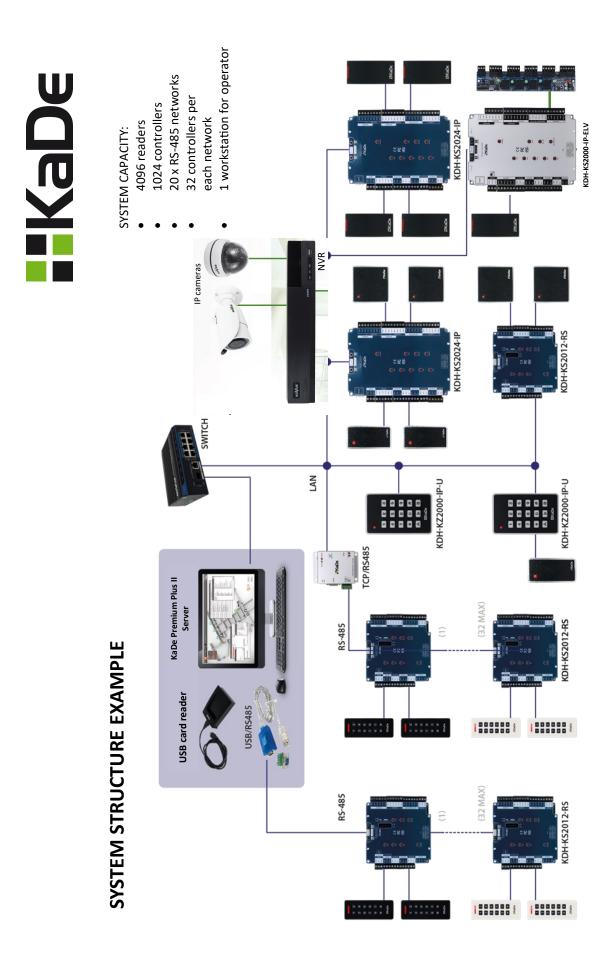
KaDe Premium Plus II software offers range of features, described in details in further part of this manual, which allows to comply various, unconventional requirements of system administrator, for example: access using 2, 3 or 4 cards, initial open of controlled door using "first card" with special privileges or access after remote confirmation by operator.

List of the most important system features and parameters is shown in attached table and system structure can be seen on attached system block diagram. Controller bus, using RS-485 protocol, can be connected to supervisor software on PC using RS232, USB or TCP converter. Software can handle up to 20 buses, 32 controllers each. Controller models with IP port can communicate directly, via Ethernet network. System can consist of up to 1024 controllers, what gives 4096 one way doors, when using 4 doors controllers. Capacity of user cards is up to 20 000 cards.

The last chapter 6 of this manual contains information, regarding configuring and defining schedules and shifts and generating simple attendance report.

# Functions and parameters KaDe Premium Plus II

Functions or parameters name	Parameter value or function description	
PC operation system	Windows 7/8/10	
Database	Microsoft Access	
On-line monitoring	YES	
Integration with NVR VOVUS 6000 series	YES	
Integration with elevators (up to 9 floors)	YES	
Electronic maps	YES	
User photo display	YES	
Access features		
- cardholder identification method	Card, Card + PIN, Card or PIN, PIN	
- local anti-passback	YES	
- global anti-passback	YES (only with KDH-KS2012/24-IP models)	
- first card authentication	YES	
- remote authentication	YES	
- multi-card authentication (2 - 4)	YES	
<ul> <li>door unlock according to schedule after read valid card or automatically</li> </ul>	YES	
Alarm features		
- threaten code	YES	
- alarm relieve	Alarm relive PIN + valid card	
Import user data from file	YES	
Controllers	KDH-KS2012/24-IP, KDH-KS2000-IP-ELV, KDH-KS-2024-RS, KDH-KZ2000M-IP, KDH-KZ2000U-IP, KS-1012-RS/IP, KS-1024/RS/IP, KZ-1000-IP	
Controller memory capacity		
- card buffer	20 000	
- event buffer	50 000	
Network communication		
RS485 / TCP converter, built in IP port	- Ethernet	
RS485 / USB converter	- COM port	
Readers and cards		
- card format	26 - 40 bits Wiegand format compatible	
- card type	Any technology compatible with reader	
Access levels		
- access levels	200	
- schedules	200	
- holidays	80 (32 days)	
Reports	Filtered, saved in xls format	



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#### 7

# **Chapter 2. SOFTWARE INSTALLATION**

# 2.1 Software installation

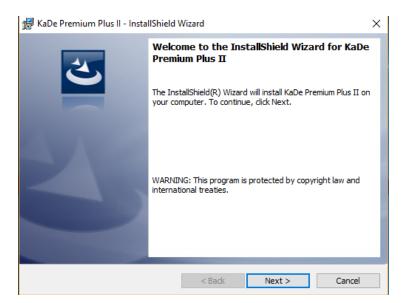
After insert installation CD, following window will appear (click 🗮 if needed):

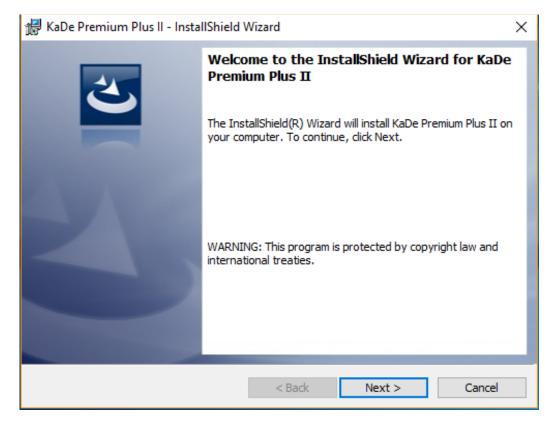


Select Install KaDe Premium Plus II option.

KaDe Pre	mium Plus II - InstallShield \	Wizard	×
ٹ	Wybierz jeden z poniższych jęz	yków instalacji.	
	angielski		~
		OK	Anuluj

Select Wizard language (Polish or English) and click OK





# Click "Next" button.

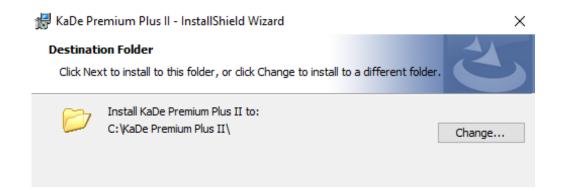
🖟 KaDe Premium Plus II - InstallShield Wizard	×
License Agreement Please read the following license agreement carefully.	
THE FREE OF CHARGE LICENCE AGREEMENT To KaDe Premium Plus II software	^
This licence agreement is an agreement concluded by and between the user (hereinafter referred to as User) and AAT Holding S.A.with its registered office in Warsaw Poland, Puławska 431 str, 02-801 Warsaw, registered in the register of entrepreneurs kept by the District Court for the capital city of Warsaw, XIII Business Department of the National Court Register KRS 0000286127, tax	~
I accept the terms in the license agreement     I do not accept the terms in the license agreement	
InstallShield	_

Accept license agreement. Then click "Next".

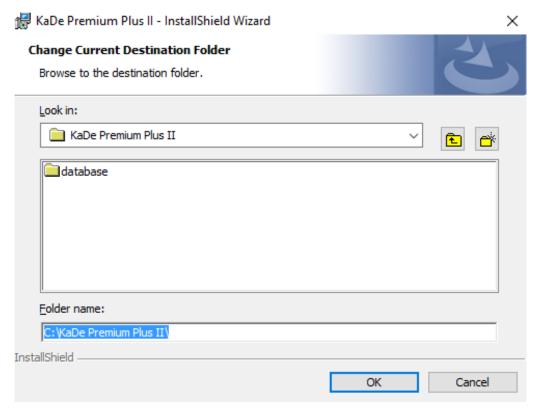
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C

Enter user name and organization name. Then click "Next"



Leave default installation folder and click "Next" or click "Change" to set new path



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Supervisor softwar	re – Installation 8	& operation manua	al
KaDe Premium Plus II - InstallShield W Ready to Install the Program The wizard is ready to begin installation.			×
Click Install to begin the installation. If you want to review or change any of exit the wizard.		ettings, click Back. C	lick Cancel to
InstallShield	< Back	Install	Cancel

Click "Install", to start installation process.

🖟 KaDe Pre	mium Plus II - InstallShield \	Wizard		_		×
_	KaDe Premium Plus II ram features you selected are	being installed.			2	5
17	Please wait while the InstallS may take several minutes.	nield Wizard installs	s KaDe Premiur	n Plus I	I. This	
	Status:					
	Copying new files					
InstallShield –						
		< Back	Next >		Cance	el

😹 KaDe Premium Plus II - Insta	IIShield Wizard	Х
2	InstallShield Wizard Completed	٦
	The InstallShield Wizard has successfully installed KaDe Premium Plus II. Click Finish to exit the wizard.	
3	🔄 Launch KaDe Premium Plus II	
	< Back Finish Cancel	

Press "Finish" button, to end installation process.

If field "Launch KaDe Premium Plus II" is selected, then software will be started after leaving installation program.

# 2.2 Starting the application

After installing the program, on PC desktop there will appear icon, used to run the application.

	KaDe Premium	Plus II	<b>KaDe</b>
71 KaDe Premium Plus U	Username Password	Administrato	
	C	OK	Cancel

After initial start-up, program runs with English language. Default login parameters are:

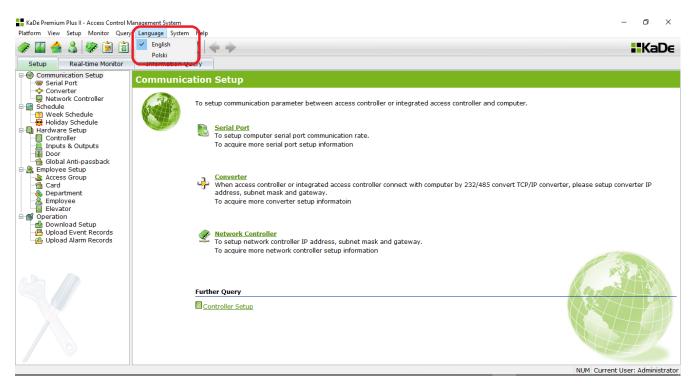
- Username (Login) "Administrator" Password (Password) no password leave blank (Administrator should set new password upon first login)
- Click "OK."

The program can run in advanced mode, by selecting "Expert mode" (access to the full menu) or in restricted access mode. The advanced mode can also be enabled/disabled from the software menu.

The program starts with English language. Polish language can be selected in Language menu, menu bar.

# 2.3 Operator desktop

Operator desktop - Setup



The launch window after starting the program - Setup. Under *Language* menu it's possible to select operator's language.

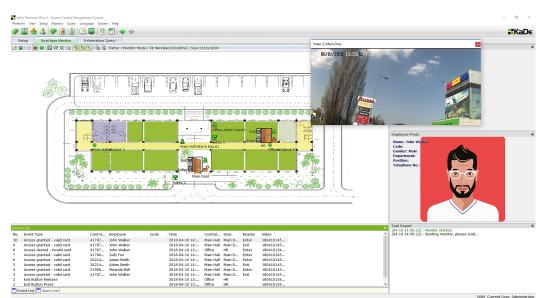
• 🐷 🐠 😻 🖻 🖻				:Ka
p Real-time Monitor	Information Query			
ommunication Setup Serial Port	Controller	× Property		× Dynamic Help
• Converter		21 21 -		← ⇒   Ø
Network Controller	Controller List     KS2012IP	Basic Parameter		Controller List
chedule	10.11.106.78_201804101006061	Name	192.168.21.1_201804101006072	
Week Schedule Holiday Schedule	192.168.21.1_201804101006072	Model	KDH-KS2012-IP	Controller List window will list all added controllers.
ardware Setup		Door Quantity	1	If user wants to setup controller, please select controllers
Controller	Select all	Reader Communication Protocol	Wiegand 26	this controller list. Then try to change property and save in
Inputs & Outputs	Reversed Select	Enable Program Card Function	No	Properties window. Please refer to Select Method. User ca
Door Global Anti-passback		Password of Activate/Dismiss Security Communication Parameter		setup many selected controllers at the same time.
mplovee Setup	Add Controller	Communication Parameter	TCP/IP Network	In the list click right mouse , command menu will pop up, th
Access Group	Delete Controller	IP Address or Domain Name	192.168.21.1	menu include following orders:
Card	Add Controller Automatically	IP Address or Domain Name	50000	1. Select all
Department		Interlock Group 1	50000	Function: Select all items in the list.
Employee Elevator	Search Controller	Door 1 add in Group 1	No	<ol> <li>Reversed Select</li> <li>Function: Select all items that have not been selected in the</li> </ol>
peration	Start Smart Download	Door 2 add in Group 1	No	list.
Download Setup	Detect Controller	Anti-passback Group 1	110	3. Add Controller
Upload Event Records	Initialize Controller	Reader 1 add in Group 1	No	Function" Add a new controller to database
Upload Alarm Records	Adjust Time	Reader 2 add in Group 1	No	4. Delete Controller
		Acader 2 add in ordep 1	110	Function: Delete selected controller from database 5. Search Controller
	Acquire Current Time			Function: Search appointed serial port bus or IP address,
	Change controller password			result displayed in Tast Report.
	Adjust communication password			6. Start Smart Download
	Adjust all controller communication passwords			Function: Start smart download. Software will remember la setup changes after smart download or overall download
				completed successfully. This function will analyze the chan
				and only download or delete certain setups. The user can
				change several setups before initiate, this function.
				It is used only in expert mode, user will be forbidden with
				Setup Download authority. 7. Detect Controller
				Function: Detect selected controller connection state and
				version info, the result display in Tast Report.
				8. Initialize Controller
				Function: Recover controller to beginning state. (When the change is saved, users which are not initialized can not w
				It is recommended to initialize the new controller before p
	Task Report			× into use.
	[04-10 10:06:07] : Refreshing controller list comp	leted.		<ul> <li>Notice: Controller initialization will clear all user setup</li> </ul>
	[04-10 10:06:07] : Refreshing controller list, pleas [04-10 10:05:55] : Save completed.	se wait		parameters and recover to default setup All the event reco
	[04-10 10:05:55] : Save Controller "KS2012IP" su	iccessfully.		alarm records will be lost. So, before user use this function please upload all events and alarm records. After initialize
	[04-10 10:05:55] : Saving modification, please wa	ait		controller, please remember to download setup again.
	[04-10 10:05:30] : Delete completed. [04-10 10:05:30] : Delete controller "Winda" succ	essfully.		9. Adjust Time
	[04-10 10:05:30] : Deleting controller, please wai	t		Function: Setup selected controller time, which is current F
	[04-10 10:05:25] : Delete completed.			time. (When the change is saved, users which are not
	[04-10 10:05:25] : Delete controller "Nowy kontro [04-10 10:05:25] : Deleting controller, please wai	t		authorized with time adjustment function can not work) 10. Acquire Current Time
	[04-10 10:05:22] : Delete completed.			Function: Acquire selected controller time, the result will be
	[04-10 10:05:22] : Delete controller "Nowy kontro	ler" successfully		displayed in Tast Report.

Sample configuration software window - Controller Setup.

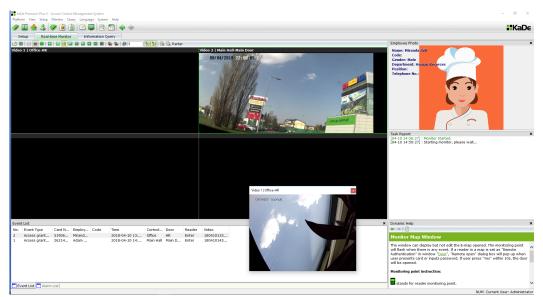
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# Monitoring - map edit mode



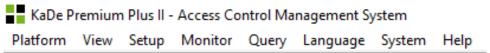
# Monitoring - "on-line" map mode



Monitoring - "on-line" video mode

Control panel contains the following windows and menu bars:

• drop-down menu on the top bar



Allows access to all program options.

icons bar



Allows quick access to frequently used options of the program.

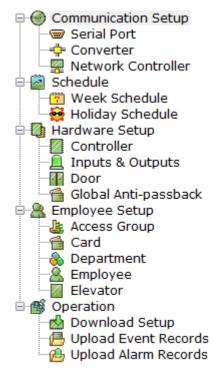
main tabs

		V
Setup	Real-time Monitor	Information Query

Display window: setup, monitoring or reports.

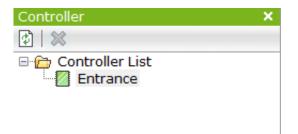
configuration window

Allows configuration of the physical and logical elements of the system

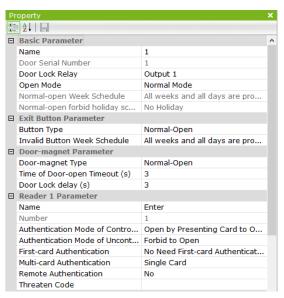


• list of items

Displays a list of elements of group selected in the configuration



• Component properties window

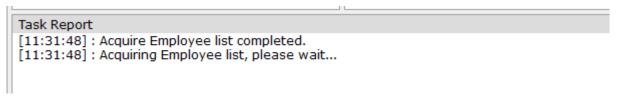


Displays parameters of the item, selected from the list of items.

NOTE: In some cases, after installing KaDe software, component properties windows with right-click menu to configure the system, may not be displayed when you start the program. To display them for each components, to perform a configuration, select *View-> Restore View Layout*. This is a one-time action.

Task window

Displays recent description of the activities, by the operator. A list of these activities can be displayed as log files.



• Dynamic Help window - handy guide to the program



Displays a description of the fields, selected in properties window and setup procedure.

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• icons on the top bar of each configuration window



• sample alarm report

Alarm Record								
NI -								
No.	Alarm Type	Time	Controller	Alarm Position				
1	End Alarm Input	2011-10-11 13:05:53	WE/WY GŁÓWNE	Wyj. ster. 1				
2	Start Alarm Input	2011-10-11 13:05:53	WE/WY GŁÓWNE	Wyj. ster. 1				
3	Start Alarm Input	2011-10-11 13:06:14	WE/WY GŁÓWNE	Wyj. ster. 1				
4	End Alarm Input	2011-10-11 13:06:17	WE/WY GŁÓWNE	Wyj. ster. 1				
5	Start Door Open Overtime	2011-10-11 13:06:45	WE/WY GŁÓWNE	1				
6	End Door Open Overtime	2011-10-11 13:06:48	WE/WY GŁÓWNE	1				
7	Start Door Open Overtime	2011-10-11 13:08:06	WE/WY GŁÓWNE	1				
8	End Door Open Overtime	2011-10-11 13:08:07	WE/WY GŁÓWNE	1				
9	Start Door Open Overtime	2011-10-11 15:29:38	WE/WY GŁÓWNE	1				
10	End Door Open Overtime	2011-10-11 15:29:39	WE/WY GŁÓWNE	1				
11	Start Alarm Input	2011-10-11 15:29:54	WE/WY GŁÓWNE	Wyj. ster. 1				
12	End Alarm Input	2011-10-11 15:29:54	WE/WY GŁÓWNE	Wyj. ster. 1				
13	Start Alarm Input	2011-10-12 10:45:19	WE/WY GŁÓWNE	Wyj. ster. 1				
14	End Alarm Input	2011-10-12 10:45:20	WE/WY GŁÓWNE	Wyj. ster. 1				
15	Start Door Open Overtime	2011-10-12 10:46:06	WE/WY GŁÓWNE	1				

# 2.4 Menu bar

• Platform menu

	User Management Relogon Change Password	
	Print Print Preview	Ctrl+P
	Page Setup	
	Options Database Management	
~	Expert Mode	
	Exit	

This menu provides access to several important options of the program.

# 2.4.1 Operators privileges definition

er Management				>
🖻 🛅 User		2↓     @ ∩		
Administrator	Ξ	Basic Parameter		
microsore		Username	microsoft	
		Password	***	
		Confirm Password	***	
		Access Permissions		
		User Management	Enabled	
	Ц	Options Setup	Disabled	
Select all	- 11	Data Management	Disabled	
Reversed Select	- 11	Serial Port Setup	Disabled	
	-11	Converter Setup	Disabled	
Add User	- 11	Network Controller Se	Disabled	
Delete User	- 11	Week Schedule Setup	Disabled	
	T	Holiday Schedule Setup	Disabled	
		Controller Setup	Disabled	
		Alarm Setup	Disabled	
		Door Setup	Disabled	
			81 11 1	

This tab allows you to set passwords and permissions for the new operator. *Administrator* is the default operator. Operator can't delete him and change his permissions. He has full access to the program menu.

The Administrator should establish a password upon first login. To define a new operator use right-click menu in the window and choose *Add user* (operator). In a similar way you can remove the operator.

For a new operator should be set login and password, and permissions. The left column contains a list of all items form menu and rights to enable or disable access to that options in the program. Operator can also quickly enable or disable all privileges by clicking the padlock icon on the top bar of the window.



# <u>Relogon</u>

Displays the login window and allows to log on another operator. Operator currently logged on is displayed on the bottom bar.

# Current User: Administrator

#### Changing the password

Change Password	×
Old Password	•••••
New Password	•••••
Confirmed	•••••
	OK Cancel

Currently logged in operator can use this window to change his password. Entered password is marked.

#### 2.4.2 Printing reports - Print / Print Preview / Page setup

Report, generated in *Information* Query tab can be saved to hard drive in Excel format or printed on the selected printer. Before printing parameters should be set. It's also possible to preview planned output.

Ξ	Margins		1
	Top Margin(mm)	10	
	Bottom Margin(mm)	10	
	Left Margin(mm)	10	
	Right Margin(mm)	10	
Ξ	Content		
	Font	Verdana(8)	
Ξ	Page Header		
	Font	Verdana(10)	
	Left Header		
	Right Header		
Ξ	Page Footer		
	Font	Verdana(8)	
	Print Page Number	Yes	
	Print Date	Yes	
	Print Time	Yes	

Noteworthy are lines concern the left and right header and footer on printed pages. Company name and address can be entered there.

# 2.4.3 Options

tions	×	Data	base Management	
Upload Automatically		Dat	tabase Operation	
Event Record	Disable Upload Automatically		Backu	p Import Clea
Alarm Record	Disable Upload Automatically			
Additional Employee Inform	nation	Rec	cord Operation	
Additional Information 1 n	Ext1	E	Time Range	
Additional Information 2 n	Ext2		All Time	Yes
Additional Information 3 n	Ext3		Starting Time	2017-03-01 00:00
Additional Information 4 n	Ext4		End Time	2017-03-01 23:59
Global Anti-passback		Ξ	Record Type	
Network Interface			Log	No
Service Port	50003		Event Record	No
			Alarm Record	No
			Real-time Monitor Record	No
			Real-time Alarm Record	No
	OK Cancel			Clea

In *Options* window you can set:

• automatic reading of events and alarms from controllers (default setting)

Uploading controler "Office" event record	Uploading alarm record for controller "Elevator"
Cancel	Cancel

• edit the names of four additional information fields - user form

<u>Global anti-passback</u> - from drop-down list you should select network interface, which can be used for communication with IP controllers. Address is necessary, in order to send it to IP controllers, which communicate with the management software, while performing global anti-passback function. Service port number should be left without changing. If this field remains empty or network adapter IP address will change, following message will appear during program start-up.



# NOTE: It is recommended to permanently assign computer address on router if it works with DHCP option.

# 2.4.4 Database Management

Database management involves three operations:

<u>A copy of the system</u> - to make a copy of the entire database system and save it in the selected directory. A copy is stored by default in the directory whose name is the current date. It is recommended that regular backups and store it on a separate data carrier.

<u>Import Database</u> - allows you to restore system databases from a previously made backup. To play back the system, choose a directory copy.

<u>Clear database</u> - you can restore the database to the state as after installing the program. It erases all configuration and employees list from database. It is recommended to make a backup copy of system before use this option.

# Operations on records in the database

Menu located in the window below buttons enable delete the selected types of events and alarms from the archive used to generate reports. You can set the period which it is concern and the type of event. After setting these parameters, click the *Clear* button at the bottom of the window.

<u>Advanced Mode</u> - displays the full menu. Disabling this mode causes the display only the most important features for the novice operator menu.

Exit - close the program.

# 2.4.5 Other menus

# View menu

This menu allows you to enable or disable the display of individual windows on the operator desktop. Panes also be moved and can resized. The default desktop layout can be set by clicking -Restore View Layout.

# Setup menu

This menu allows configuration of physical components (controllers, doors) and to define the logical elements (cards, users, access levels, schedules). Access to this menu is also possible directly from the window on the left side panel in the Setup tab. A detailed description is provided later in this manual.

# Monitor menu

This menu allows you to monitor the system. There are three modes: edit the maps, communication "on-line" with the network controllers "on-line" and monitorina. video Access to this menu is also possible directly in the window displayed by the Monitoring tab. A detailed description is provided later in this manual.

# Query menu

This menu allows you to generate reports on individual elements of the system. Report is displayed on the desktop. You can then save it as a file in Excel format on disk or print. Access to this menu is also possible directly in the window displayed by the *Information* tab. A detailed description is provided later in this manual.

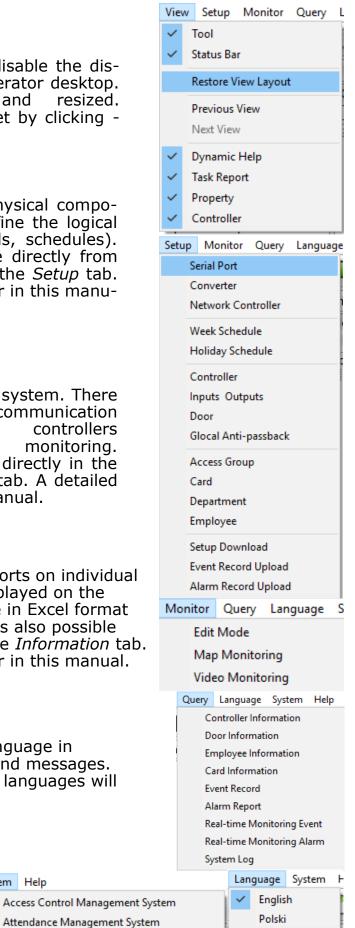
Language menu

This menu allows you to select the language in which they are displayed the names and messages. For selection: Polish or English. Other languages will be available soon.

System Help

System menu

This menu allows choice between access control and time and attendance system.



# **Chapter 3. DATABASE SYSTEM SETUP**

Setup a database system is to create a database of physical and logical components. The structure of the system based on communication networks imposes order proceedings in the configuration process of defining physical and logical elements.

Position in the window system is designed so that it coincides with the recommended programming sequence.

After selecting the desired position in the configuration window, the windows on the right displays a list of predefined elements of the group (e.g. controllers, doors, schedules, etc.). Of course, after installing these lists are empty. In the next window displays the properties of the selected parameter from the list.

# 3.1 Communication setup



Access control system configuration and operating under supervisory KaDe Premium Plus II program should begin with determining the number of networks and how they communicate with the program. There are three possibilities:

- COM serial port to which we attach the controller directly or through a converter RS232/485
- via Ethernet and TCP/RS485 converter
- via IP port built in controller

You can use a mixed system. For one bus can be connected up to 32 controllers. In the case of controllers with IP ports does not apply to the structure of the bus.

# Communication through the serial port



- select the COM port on the list which will be attached to the bus controller
- set the baud rate recommended value is 9600 bps.

# Communication via Ethernet

🖃 🎯 Communication Setup	Network Co	nverter	×	P	roperty		
Retwork Controller	🖻 🗁 Converter List			Ξ	Basic Parameter		
🖶 🙆 Schedule	····-=‡= <u>00</u>	0E E3 03 1E 90			Device Type		
👘 Week Schedule		Select all			MAC Address	00 0E E3 03 1E 90	
🙀 Holiday Schedule		Reversed Select		Ξ	Communication Parameter		
Hardware Setup     Controller					IP Address	192.168.106.223	
Inputs & Outputs		Setup detail (be used for signal select)			Subnet Mask	255.255.0 .0	
- Door					Default Gateway	192.168.12 .254	
Global Anti-passback							

Communication with the bus controller via Ethernet requires an IP converter, which converts RS485 protocol to the network protocol. Prior to configuration, all converters must be connected to the LAN (not using gateways and routers). When new converter is connected to the LAN click on the "Search converters" on the top bar of the window. This window displays a list of all the converters, TCP/ IP, which are connected to the LAN, the computer is connected with the program. Each converter is recognized and displayed in a list according to the MAC address. Note: Only the type KaDe-TCP/RS485 converters with adequate pool of MAC addresses searched are the program. by

When the list of converters will be displayed in the window, you can proceed to configure them.

• Check on the list converter which will be included in bus controllers In the "Properties" window will display the default parameters of the converter. Converter type and MAC address are displayed for informational purposes only.

 set the IP address, subnet mask and gateway according to the parameters of the local network.

More detailed settings for the converter can be done when you connect to it via a web browser using the IP address. To connect this way with the converter, click the right mouse button in the "List of converters" and select - "Setup detail." This will launch your default browser and displays a menu.

If you know the TCP converter address, you can enter it directly into the browser address bar.

Detailed information's about all the settings for the converter were contained in the instructions for that device.

Network controllers - searching and configuration



Search and configuration of the IP port controllers is done similarly to TCP converters (see description above).

# Static IP address of controllers, subnet mask and gateway should be set according to the existing network and with the same structure as computer's network card.

IP controllers can be also searched with Add Controller Automatically option in Controller Setup tab.

# 3.2 Schedules

KaDe Premium Plus II - Access Control Ma		– a ×
Platform View Setup Monitor Query	ry Language System Help	
🔗 🌃 🚖 🌡 🦃 🚊 📋		<b>:</b> KaDe
Setup Real-time Monitor	Information Query	
Communication Setup	Schedule	
	Setup week schedule and holdsy schedule. It is used in access group and door setup.  Week Schedule Week Schedule Setup multi-week schedules. It can manage employee access time every week, exit button valid time and normal open time.	
Door     Global Anti-passback     Global Anti-passback     Access Group     Gard     Access Group     Gard     Access Hardward	Acquire more week schedule setup information	
Employee     Elevator     Elevator     Download Setup     Upload Event Records     Upload Alarm Records	It is used only in expert mode. In order to manage employee access in holidays, multi-holiday schedule should be set. Acquire more holiday schedule setup information.	
	Further Check	
	A costs Group Setun III Loor Setun	
		Concept Lines: Administration

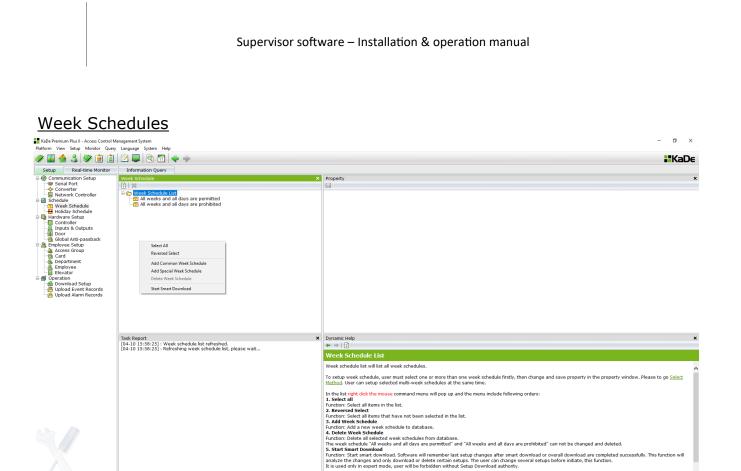
Timetables schedules are defined, including weekdays and holidays. In the Premium Plus version of KaDe software we can define two types of weekly schedules: standard (common) and special. Schedules have different icons.

Schedule defining as the standard we can use for the following functions:

- Access levels to certain doors for employee
- Disable schedule or the exit button for the selected door
- Automatic unlocking schedule of doors in set interval of time

Special schedules can be used for the second and third features.

Standard and special schedules are defined in the same way.



The list includes two default schedules *All weeks and all days are permitted* and *All weeks and all days are prohibited.* 

Toolbar Button Instruction

To add a new schedule display the context menu by right-clicking in the list of schedules and select *Add a new schedule*. New item is added to the list. After selecting this item on the list, in the right window will display its *Properties*. Using the context menu you can also delete schedules.

Proper	ty					
Basic P	arameter					
Name	MON-FRI 8-17					
Time P	arameter					
Week	Starting Time 1	End Time 1	Starting Time 2	End Time 2	Starting Time 3	End Time 3
Sun	00:00	00:00	00:00	00:00	00:00	00:00
Mon	08:00	17:00	00:00	00:00	00:00	00:00
Tues	08:00	17:00	00:00	00:00	00:00	00:00
Wed	00.00	17:00	00:00	00:00	00:00	00:00
The	Copy to Last day		00:00	00:00	00:00	00:00
Fri	Copy to next Day		00:00	00:00	00:00	00:00
Thi Fric Sai	Copy to All Days		00:00	00:00	00:00	00:00

Name - enter the name of the schedule

<u>Starting/End time x</u> - enter in each line indicating the day of the week start and stop of activity schedule. For each day of the week can be set three periods of activity separated by intervals.

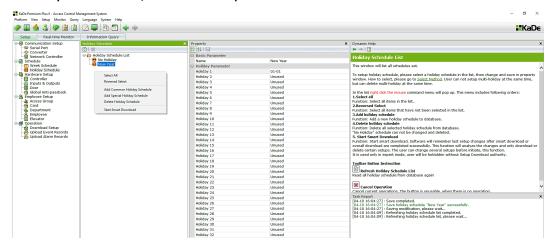
Context menu in the column, containing day names of the week, allows to copy settings to next days, helping to define schedules much faster.

Save the settings by clicking on a floppy disk icon on the top bar of the window.

NUM Current User: Administrator

# Holiday schedule

Holidays allow you to specify the operation of the access control system for public holidays which fall on normal working days. Public holidays are defined by date. One item on the list may include a group of up to 32 days as a one period of "holiday". At midnight when the date changes, the system checks whether the next day calendaring is on the list of public holidays. If so, it changes the schedule for holiday schedule, so access prohibited.



List of holidays by default contains one entry - *No holiday*.

To add a new public holiday should display the context menu by right-clicking in the list of public holidays and select *Add Common Holiday Schedule*. New item is added on the list. After selecting this item on the list, in the right window will display its *Properties*.

	operty 2↓		×
	Basic Parameter		^
	Name	New Year	
⊡	Holiday Parameter		
	Holiday 1	01-01	
	Holiday 2	Unused	
	Holiday 3	Unused	
	Holiday 4	Unused	
	Holiday 5	Unused	
	Holiday 6	Unused	
	Holiday 7	Unused	

Name - enter the name of the holiday in place of default name

Ξ	Basic Parameter	
	Name	New Year
$\square$	Holiday Parameter	
	Holiday 1	01-01

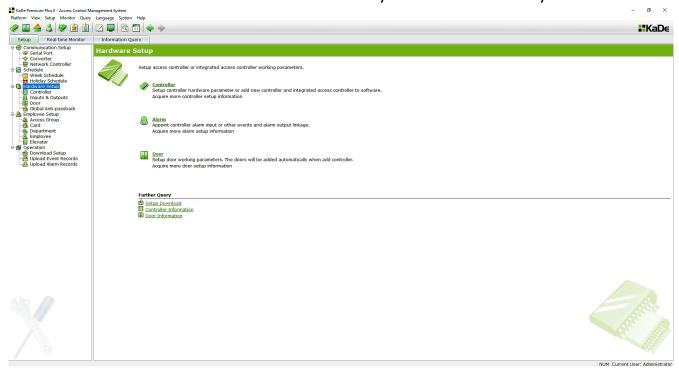
<u>Holiday Parameter</u> - enter date in each line in the second column, meaning the date of holiday. To date field has become active you must first click in the second column and check the box at the beginning of the line. Date format is MM-DD.

**01**-01

Save the settings by clicking on a floppy disk icon on the top bar of the window.

# 3.3 Hardware Configuration

Configuration devices include controllers, doors controlled by card readers and alarm functions. All these elements are closely related functionally.



# 3.3.1 Controllers

KaDe Premium Plus II version software works with KDH-KS2012/24-IP, KDH-KS2012RS, KDH-KZ2000U/M-IP controllers and integrated with previous series standard KS-1012/24 controllers and integrated KZ-1000-IP-U/M. These controllers operate from 1 to 4 doors. A detailed description of the models is contained in the installation instructions to the controllers.

To add a new controller, display the context menu by right-clicking in the list of controllers and select *Add controller*. New item is added on the list. After selecting this item on the list, in the right window will display its *Property*. Using the context menu can also delete the controllers from the list or change properties.

Serial Port     Converter     Converter     Schedule     Hardware Setup     Controller List     Moida Actioner     Schedule     Hardware Setup     Select all     Reversed Select     Add Controller     Add Controller     Controller     Add Controller     A
Serial Port     Controller     Add Controller     Controller     Controller     Schedule     Schedule
Employee     Employee     Employee     Employee     Employee     Employee     Star Smar Download     No     Download     Download     Download     Download     Download     Download     Download     No     Download     No     Download     No     Download     Download     Download     Download     Download     Download     No     Download     Download     No     Download     Download     No     Download     Download     Download     Download     No     Download     No     Download     Download     No     Download     No     Download     No     Download     No     Download     No

# Automatic controller adding

136B version or higher KaDe Premium Plus II software offers automatic adding of searched controllers to system database. That speeds up configuration process notably, because searched controllers display all address parameters and they are added to the database with this parameters after confirmation. IP address edit is done in Communication Setup/Network Controller section. On the displayed list there is also information whether particular controller has been already added to the database. You can select chosen positions or all of them.

Device Type KDH-KS2012-IP KDH-KS2012-IP	IP Address 10.11.106.204 192.168.21.1	State Added Un-add	Name Office	Subnet Mask 255.255.0.0 255.255.0.0	Default Gateway 10.11.12.254 192.168.21.254	MAC Address 00 1B 9D 0A DB 22 00 1B 9D 0A DB 7F
KDH-KZ2000-IP-U KDH-KS2024-IP	10.11.106.78 10.11.106.58	Un-add Added	Main Hall	255.255.0.0 255.255.0.0	10.11.12.254 10.11.12.254	00 D1 EF 04 38 E3 00 1B 9D 0A DB A5

The controller added with this method is automatically named like:

10.11.106.235\_\_\_201803091425072 - so IP address and adding date and time. Of course the name can be changed.

# Context menu of the controller

(right-click in controller list window)

# 1.Select all

Function: Selects all items on the list.

#### 2.Reversed select

Function: Selects on the list all the elements, that were not selected and deselects previously selected ones.

# 3. Add Controller

Function: Adds a new controller to the program database

#### **4. Delete Controller**

Function: Removes the selected controller from the program database

# 5. Search Controller

Function: Finds the controller, indicated by serial port or IP address. The result is displayed in the task report window.

# 6. Start Smart Download

Function: Transmits only new and changed settings to the selected controller. This allows the transfer process is much faster than sending all the data.

#### 7. Detect Controller

Function: Checks the status of the selected controller and reads its version. The result is displayed in the task report window.

# 8. Initialize Controller

Function: Resets the controller. During this time, the controller does not support the door. It is recommended to initialize the controller before using the system. Note: Initializing the controller removes from its memory all the settings. All events and alarms will be lost. Only administrator password is left. Therefore it is recommended reading for all events and alarms from the controller before initialization. Also remember to download data again.

# 9. Adjust Time

Function: Allows time synchronization with the time in the controller in your computer.

# **10.** Acquire Current Time

Function: Reads the time of the selected controller. The result is displayed in the task window.

# 11. Change controller password

Function: The password prevents communication to make changes in the configuration of the controller by people trying to connect to it from installing unauthorized software (such as through an IP network). Password must be 4 characters hexagonal: 0-9 and AF. Field blank or set FFFF means no password. If the last field is set to "YES" (recommended), the password is sent directly to the controllers. The "NO" is used only after re-installing the program. Reset your password in the controller is done by pressing the "Reset" in the controller.

# 12. Adjust communication password

Function: Sets the password for the newly added communication controller. Select this command when you add a new controller in the program and physically connected to the system.

# **13.** Adjust all controller communication passwords

Function: Sets the password for all communication controllers.

# **Basic parameter - standard controllers**

•	2↓   -		
Ξ	Basic Parameter		^
	Name	BIURO2	
	Model	KS-2024-IP	
	Door Quantity	4	
	Reader Communication Protocol	Wiegand 26	
	Enable Program Card Function	No	

#### Name - enter the name of the controller

Model - KaDe Premium Plus II handles 12 models of 1000 and 2000 series controllers:

New Controller	
KDH-KS2012-IP	~
KDH-KS2000-IP-ELV	
KDH-KS2012-IP	
KDH-KS2012-RS	
KDH-KS2024-IP	
KDH-KZ2000-IP-M	
KDH-KZ2000-IP-U	
KS-1012-IP	
KS-1012-RS	
KS-1024-IP	
KS-1024-RS	
KZ-1000-IP-M	
K7-1000-IP-U	

<u>Door Quantity</u> - 1, 2 or 4 doors can be set, depending on the controller model. <u>Reader Communication Protocol</u>

Ξ	Protocol Selection		
	Communication Protocol	Wiegand 26	
Ξ	Self-defined Parameter		
	Total data bit	Wiegand 26	
	Valid data bit ( no pari	Wiegand 34	
	parity bit 1 position	1	
	parity bit 2 position	26	
	parity bit 3 position	0	
	Valid data bit Parity data bit		
	IValid data bit IParity data bit Ignore data bit -Start bit	End bit	

In this window you can set the parameters of the protocol by which the controller will read the data received from the reader via Wiegand port. There are two ready-made protocols Wiegand 26 (usually used for card readers Unique) and Wiegand 34 (usually used for card readers Mifare). For cards and readers with different number of bits (26 to 40), you can define your own protocol. If you need help on this topic please contact with Access Control Department of AAT.

#### **Options for standard controllers 2000 series**

<u>Enable program card function</u> - allows to enable/disable function for adding cards using reader, without communication with supervisor software. Description of this option is included in the operating manual of controllers.

#### Password of activate/dismiss security

6-digit code allowing authorized user to dismiss monitoring of alarm inputs, which results in disabling active alarm. After entering code user needs to read valid card, authorized for this operation. Repeated operation activates back monitoring of alarm lines. Code length must be 6 digits.

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# **Basic parameter - integrated controllers**

When you choose this type of controller, number of doors and the protocol for the reader fields are locked. There are 3 additional settings:

Property		<u>^</u>
2↓		
Basic Parameter		
Name*	New Controller	
Model*	KDH-KZ2000-IP-M	~
Door Quantity*	1	
Reader Communication Protocol*	Wiegand 34	
Password of Activate/Dismiss Security*		
Managment Password*		
Enable Tamper Alarm*	No	
Enable Door-Magnet Alarm*	Yes	

<u>Management password</u> - for entering into programming mode from the controller keypad. This option lets you quickly change your password on all controllers KZ-1000-IP and protect against unauthorized access into programming menu in standalone mode. Enter the 6 digit password - the default password: 000000. <u>Enable tamper alarm</u> - this setting allows you to enable / disable alarm from

tamper located at the rear of the controller. <u>Enable Door-Magnet alarm</u> - this setting allows you to enable / disable alarm from door status sensor.

#### Communication parameters (for all controller types)

I

<u>Communication mode</u> - choose communication type through: TCP port on the controller board, RS485/TCP converter or RS485/USB converter

• TCP/IP network - if you select this option, enter below the IP address of the controller with IP port and port number (50000 is recommended)

Ξ	Communication Parameter		
	Communication Mode	TCP/IP Network	
	IP Address or Domain Name	10.11.106.181	
	IP Port	50000	

 TCP/IP network - if you select this option, enter below the IP address of the IP converter, port number (50000 is recommended) and RS controller address. Using this option all converters with RS485 port on the bus are connected with program on one IP address of converter, but they must have set individual RS485 addresses (set of micro switches)

⊡	Communication Parameter		
	Communication Mode*	TCP/IP Network	
	IP Address or Domain Name*	192.168.0.1	
	IP Port*	50000	
	Controller Address*	0	

 Serial port (only for models with RS485 communication port - after selecting this option below, please enter the COM port number, to which controller is attached.

Ξ	Communication Parameter		
	Communication Mode*	Serial Port	
	Connect with Serial Port*	1	
	Controller Address*	0	

<u>Controller address</u> - enter the address of the controller on the bus from 0 to 31. The same address must be set in the controller (see address Setup instructions in the RS controller manual).

# **Interlock - Group 1 and 2** (option available only for standard controllers)

Ξ	Interlock Group 1		
	Door 1 add in Group 1	Yes	
	Door 2 add in Group 1	Yes	
	Door 3 add in Group 1	No	
	Door 4 add in Group 1	No	
Ξ	Interlock Group 2		
	Door 1 add in Group 2	No	
	Door 2 add in Group 2	No	
	Door 3 add in Group 2	Yes	
	Door 4 add in Group 2	Yes	

This feature is applicable only, when controller serves more than one door. It allows reciprocal control of the door within a single controller and assigned to one group. Only one door from assigned to each group can be open at a time. Depending on the model of controller group may contain from 2 to 4 doors. For the controller with two reader ports, one group can be created and for the controller with four reader ports, two such groups can be created. The group must contain at least two doors. Verification of the door within a group takes the time when user presents a valid card or presses the exit button. Unlocking occurs only when the other doors are closed.

# Anti-passback - Group 1 and 2

Anti-passback Group 1		
Reader 1 add in Group 1	Yes	
Reader 2 add in Group 1	Yes	
Reader 3 add in Group 1	No	
Reader 4 add in Group 1	No	
Anti-passback Group 2		
Reader 1 add in Group 2	No	
Reader 2 add in Group 2	No	
Reader 3 add in Group 2	Yes	
Reader 4 add in Group 2	Yes	
	Reader 1 add in Group 1 Reader 2 add in Group 1 Reader 3 add in Group 1 Reader 4 add in Group 1 Anti-passback Group 2 Reader 1 add in Group 2 Reader 2 add in Group 2 Reader 3 add in Group 2	

This feature is available only in case of two-way control and forces employee to use the card to enter and exit and prevents re-use the same card reader until you use it in another reader of the same group. Activating this function is done by setting the option "Yes". Depending on the model of controller, the group may contain from 2 to 4 doors. For the controller with two reader ports, one group can be created and for the controller with four reader ports, two such groups can be created. The group must contain at least two doors. Card status verification within the door group is done at the time when the card is used in the card reader. When the last card use was in another reader within a group than access is allowed. This is a local anti-passback within a single controller.

# 3.3.2 Alarm lines and control outputs configuration

Platform View Setup Monitor Query								
Setup Real-time Monitor	Information Query							
Communication Setup	Controller ×	Property						
Converter      Getter      Getter	Schedule Main Hall Week Schedule Office	Output Name Interwork Mo Delay (s)	Input Name	Туре	Activate S	Activate Sec	Output 1 Output 1 Synchro	Output 2 Output 2 Synchro.
Controller Inputs & Outputs	Select All Reversed Select	Alarm Input1 Alarm Input2 Alarm Input3	Alarm Input1 Alarm Input2 Alarm Input3	Nor Nor	All weeks All weeks All weeks	No Holiday No Holiday No Holiday	Non-trig Non-trig Non-trig	Non-trig Non-trig Non-trig
Global Anti-passback E-A Employee Setup	Employee Setup     Start Smart Download       Access Group     Relieve Alarm       Card     Activate Security       Department     Discourts	Alarm Input4 Door-magnet	Alarm Input4	Nor	All weeks	No Holiday	Non-trig Non-trig	Non-trig Non-trig
		Door-magnet Door-magnet Door-magnet					Non-trig Non-trig Non-trig	Non-trig Non-trig Non-tria
Elevator		Exit Button 1 Exit Button 2					Non-trig	Non-trig Non-trig
Download Setup     Download		Exit Button 3 Exit Button 4					Non-trig Non-trig	Non-trig Non-tria

Standard and integrated controllers allow configuring detection circuits (inputs), relay outputs and alarm functions. Inputs can be can be used to connect surveillance lines: sensors of the door, exit buttons and various kinds of detectors or alarms NO / NC. Depending of the controller model, we have different amounts of the input lines and control outputs (relays).

When you select a controller in the "List of the controllers" window in the right panel system display alarm settings table.

The maximum number of inputs are 3 groups per 4 input lines:

- 4 inputs for door status sensor
- 4 inputs for exit button

• 4 inputs for general purpose

The maximum number of relay outputs are 3 groups per 4 outputs:

- 4 outputs for lock control
- 4 outputs for alarm
- 4 outputs for general purpose, located on expansion module

For models with lowe number of inputs/outputs, some fields are faded to grey.

In KaDe Premium Plus II with 1000 series standard controllers, relays no. 1,3,5,7 are by default assigned to the function of controlling electric locks. Relays no. 2,4,6,8 are linked to the state of the door sensors. Switch when the door is forced open or hold. In 2000 series standard controllers to control electric locks subsequent relays are used starting from 1 by default.

General-purpose outputs (on the expansion module) can be assigned to generalpurpose inputs or events related to access: access allowed, permitted or discrete alarm (forced entry). Expansion module also contains control outputs for buzzers in readers.

The first column of the table contains names of alarm lines and events name, second - editable name field, third - NO/NC type, fourth - weekly monitoring schedule and fifth - holiday monitoring schedule.

Further columns allow setting operating mode: *Trigger / Non-trigger* relay assigned to this column.

The first row contains editable name fields for control outputs on the controller and on the expansion module, second row - control mode for the output: *Synchronous with Input* or with delay, which can be set in the third row.

Assignment of alarm line or event to control output is realised by setting field, located in this column and row to *Trigger* mode.

After settings are made, they should be saved and changed data should be transmitted to controllers, using option in the context menu. This menu also allows deleting active alarm in given controller and enabling/disabling line monitoring.

In case of integrated controllers, alarm table allows to configure:

- 1 door status sensor input and 1 alarm input
- 1 lock control output and 1 alarm output
- 1 entry and 1 exit reader

In KaDe Premium Plus II system there are following situations, which can lead to switching relay:

- door forced / hold alarm the source of the alarm is door contact connected to door status detector line inputs on the controller. Alarm switch the relay in the controller and sends the info to the program. Message is displayed in the alarm window and the audible alarm is generated, on the map changes the state of the door sensor icons.
- detection using exit button the source of the alarm is to use the exit button connected to the detector line inputs on the controller. This state switches the lock relay in the controller and sends the info to the program. Message is displayed in the window alarm and the audible alarm is generated, on the map changes the state of the button icons.
- alarm detector line the source of the alarm can be detector connected to the line inputs on the controller. During valid schedule alarm conditions can switch the relay on the module attached to the controller and sends the info to the program. Message is displayed in the window alarm and the audible alarm is generated, on a map icon changes state detector. When schedule is not valid alarms are not generated, only detector icon changes state.
- events associated with the selected reader:
  - Access granted
  - Access denied
  - Threaten alarm

Each of the above situations may result in activation of the relay if it is assigned in the table panel at the intersection of row and column. As described on the previous page, some of these situations is assigned by default in the program. If the controller has a smaller number of inputs or outputs (or defined by smaller number of doors) part of the field off. is is а Relieve alarm mode (relay off) - to choose from:

- Synchronously with the state of the alarm line
- After a time delay (set in the box below)

When an alarm is generated from a particular detector line or by a specific event, the controller takes an action that is programmed, for example: the output relay switches control. If the off mode is set, "Synchronously with the state of the alarm line," system tracks the status of detector line and off an alarm when the line returns to normal. When the mode is set to "Alarm delay," an alarm is generated by the time the alarm state line doses. plus the delay time set in the box below. During the delay time the alarm can be disabled by the operator from the context menu "Relieve alarm" in the "List of controllers." The alarm is cleared even after the initialization of the controller or after sending the data by the operator.

The context menu also allows you to activate/dismiss security. Dismiss means the state in which at the time the alarm relay is not switched, but the controller sent an alarm event to the PC.

This operation can be performed also using authorized card in the reader by presenting it 2 times within 10 seconds (see controller setup). Select All Reversed Select Start Smart Download Relieve Alarm Activate Security

**Dismiss Security** 

# 3.3.3 Door and reader configuration

🥔 🌃 🚖 🔱 🦃 菌 🖻	1 🛛 🔲 🔍 🗂 🔶 🔶		
Setup Real-time Monitor	Information Query		
Converter     Setup     Setup	Setet All Reversed Select Setet All Reversed Select Setet Call Force Core Cancel Force Sate Open Door	➤         Despirety           >>>>>>>>>>>>>>>>>>>>>>>>>>>>	Main Door 1 Commal Hode All weeks and adays are prohibited Normal-Open All weeks and adays are prohibited Normal-Open 3 Weeks and adays are prohibited Normal-Open 3 Enter 1 Profile Open Normal-Open 3 Enter 2 Open by Preaming Card or Access Code Open No Inder First-card Authentication Single Card Open to Open No Need First-card Authentication Single Card No Neek First-card Authentication Single Card No Neek First-card Authentication Single Card No

Standard and integrated controllers are designed for controlling 1,2 or 4 doors. If door should be controlled in two-ways, using integrated controller, reader should be connected to the controller port. In this case, selected parameters can be set separately for each reader. The door can't be add or delete from this list because they are associated with the list of controllers. To add/delete a door, controller should be added/removed.

<u>Name</u> - the field for entering the name of a controlled door.

Door Serial Number - just for preview

Door Lock Relay - chosen from drop-down list. Default setting for controller with 4 readers: 1 door - PK1, 2 - door PK3, 3 door - PK5, 4 door - PK7. Open Mode

Normal Mode	
Latch Mode	
Present Card Normal Open	
Normal open automatically	

*Normal mode* - valid card or access code - in this mode user shows the valid card to the reader or inputs valid code and door is unlocked automatically for opening time. It's the most common operating mode.

Latch mode - unlock/lock - in this mode user shows the valid card to the reader or inputs valid code and door is unlocked permanently, until next time, when card is read or code is entered. This mode is designed for special applications or arming/disarming intrusion alarm control panel. *Present card normal open* - in this mode, at the beginning of schedule active time door is not un-

locked automatically, but only after first reading of valid card. It prevents unlocking room/facility, when there is nobody inside.

*Normal open automatically* - in this mode, at the beginning of schedule active time door is unlocked automatically and is locked in the end of schedule active time.

During time, when door is unlocked by the schedule, authorized user can lock it by reading the card twice, until the card is read again.

<u>Normal-open week schedule</u> - choose from the list previously defined schedule. This field is active for options 3 and 4 above.

<u>Exit button</u> - used most often in the case of one way control or for remote door open. Set the type of detector line (NO / NC) in the controller to which it is attached, and active schedule for this button.

By default button is always active.

<u>Door magnet</u> - used to monitor the status of the door wing. This makes it possible signalling emergency situation such as door forced/hold.

Parameters associated with the sensor of the door are:

- Detector line type (NO / NC) in the controller to which it is attached
- Timeout to close the door wing- default is 3 seconds, up to 99 seconds.
- Time for unlocking the door lock default is 3 seconds, up to 99 seconds.

After unlocking and opening physically the door wing, installed sensor identifies this state. After the time of unlocking, the controller counts down the time to close the door wing, set in this field. If after this time the wing of doors still remains open, the controller generates an alarm and switches control output relay assigned to this function. The maximum time for the opening of the door wing, since the use of a valid card or code is the sum of these two times.

# **Readers parameters**

<u>Name</u> - the field to enter the control point name (for example, Archive)

# No. of reader port on the controller - just for preview

<u>Authentication Mode of controlled time (during active schedule)</u>- this field is used to set identify mode selected reader. Modes of identification:

- Only the card: the user presents the card on the reader only.
- Onlý PIN: the user enter own discrete code on the keypad
- Card or PIN: The user presents the card on the reader or enters a PIN on the keypad. Note: Applies only to readers with keypad
- Card + PIN: The user presents the card on the reader and then enters a PIN on the keypad. Note: Applies only to readers with keypad

<u>Authentication Mode of uncontrolled time (during no active schedule)</u>- this field is used to set identify mode selected reader. Modes of identification are the same like above plus "No access".

<u>First card open mode</u> - the operator can in the options menu "Employees" set the card as "opening the first card". This option is available only in the expert mode. When the reader is set to "Without opening the first card," then the reader will ignore this feature.

When the reader is set to "The first card open for every day", the reader will wait for "opening the first card" against each other for the first time used in the reader of the day (to unlock the door). Card without this privilege will not unlock the door.

When the function "Multi-cards to open" is enabled at the same time the reader also will wait for "the first card opening" before the other cards. Parameters of functions requiring multiple cards can be set in the "Number of cards to open doors."

<u>The number of cards to open the door</u> - in this field, you can set the number of cards that is required to present the reader within 10 seconds for the door unlock. Up to 4 cards can be set. Note: People who use these cards must have assigned the same level of access.

This option can be combined with the option of "first card open mode."

<u>Remote authentication</u> - if the option is set to "Yes" the door will be not unlocked even if you use the card with a valid access. This feature allows you additional control readers at the door for particularly important areas by the operator. When the user presents the card in the reader with this option, on the operator screen will display a small window with information about the access request and the name of the user and doors. Only after confirmation by the operator door will be unlocked. Available only in an advanced expert mode.

<u>Threaten code</u> - the code must contain six digits or the field must be blank. Entering by the user this code on the keypad will cause the door will be unlocked, while to the station operator will be sent an alarm message window and audible alarm in the computer will be generated. Available only in expert mode. This function is used in a situation of forced entry.

When the door is controlled on both sides the second reader should be configured in similar way.

Right-click menu

Allows you to perform certain operations on the list of selected items.

1.Select all - selects all items on the list.

**2.Reversed select** - selects on the list all the elements that were not marked and unselects marked items.

**3. Start smart download** - send the set parameters for the selected controller door.

**4.** Force open - allows the operator to unlock the door permanently from operator console.

Select All Reversed Select Start Smart Download Force Open Force Close Cancel Force Sate Open Door

**5.** Force close - allows the operator to lock the door. Once this is locked you can't open the door by valid card, until canceled.

**6. Cancel force state** - Cancels the state of "unlocked" or "locked" for the selected door. NOTE: Functions 3, 4, 5, 6 are available only for authorized operators.

**7. Open door** - allows the operator to time unlock the door from operator console.

Unlock time open (the same, as for valid card or exit button) is set in door setup.

Options 4, 5, 6 and 7 are also available in the on-line monitoring mode, as context menu for door icon on the map.

## 3.3.4 Global antipassback

Platform View Setup Monitor Query	Language System Help						
🖉 🌇 🧁 👗 😻 📋 📋	🔯 💭 🖄 🛅 🔶 🧼 ——						<b>:</b> KaDe
Setup Real-time Monitor	Information Query						
🗧 🕘 Communication Setup	Global Anti-passback Group	× Property	/				
Serial Port	₫   ※						
	🗉 🗁 Anti-passback Group List	Basic Pa	rameter				
Schedule	New Anti-passback Group	Name	New Anti-passbad	k Group			
🗌 🕅 Week Schedule		Anti-pas	sback Parameter				
🙀 Holiday Schedule		Reader	Controller	Reader Serial Number	Door	Add to Group	
Hardware Setup	Select All	Weiście	KS2012IP#11	1	1	Yes	
Inputs & Outputs	Reversed Select	Wyjście	KS2012IP#11	2	1	Yes	
- Door	Add Anti-membrals Comm	Wejście	KS2024IP#14	1	1	Yes	
Global Anti-passback	Add Anti-passback Group	Wyjście	KS2024IP#14	2	1	Yes	
Employee Setup Access Group	Delete Anti-passback Group	Wejście	KS2024IP#14	3	2	Yes	
Card	Start Smart Download	Wyjście	KS2024IP#14	4	2	Yes	
- 😽 Department		Wejście		1	1	No	
Employee		Wyjście		2	1	No	
Operation Download Setup		Wejście		1	1	No	
Upload Event Records		Wyjście	KZ2000IPU#12	2	1	No	

Global antipassback is an extension of the local antipassback feature. Local antipassback refers to a group of readers belonging to one controller. Global antipassback refers to a group of readers belonging to different controllers. The global antipassback applies only to IP-based controllers.

By assigning a controller to a newly defined group, the valid card must be read alternately in the entry and exit reader within the group.

Readers connected to the controller are assigned by default (without changeability) as: Entry reader - attached to port 1 and 3 (in controller 2024)

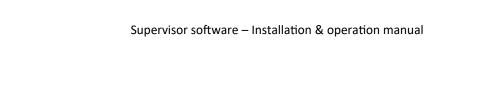
Exit reader - attached to ports 2 and 4 (in controller 2024)

The global antipassback group can only be created from readers attached to IP-based controllers: KDH-KS2012-IP, KDH-KS2024-IP and KDH-KZ2000U / M-IP. Only these are listed as above.

Before begin defining global antipassback groups, make sure that under General / Options tab is set IP address of the network adapter that will be used to communicate with the controllers. This address is displayed in the drop-down list in this field. If you are working on a network with DHCP addresses, we recommend permanently assign this IP address in router configuration. When no address in this field, below message at program start up will be display.

Op	tions	×		nium Plus II	×
I	Upload Automatically				
	Event Record	Disable Upload Automatically			
	Alarm Record	Disable Upload Automatically		Your network interface has been disabled, remo	wed or
C	Additional Employee Inform	nation		modified.	
	Additional Information 1 n	Ext1		Please change the network interface for global	
	Additional Information 2 n	Ext2		anti-passback in Options otherwise the global	
	Additional Information 3 n	Ext3		anti-passback did not work.	
	Additional Information 4 n	Ext4		and passback and not work.	
l	Global Anti-passback				
	Network Interface	~			
	Service Port	[192.168.2.2] - Intel(R) Centrino(R	(R)		Ж
_					
		OK Cancel			

To define a new global antipassback group, click on the Group List window and select Add a new global antipassback group. Then, in the Add to group column, set Yes to the readers rows to be assigned to that group. Then click on the Save Floppy icon. Download new settings to controllers using the options in the context menu.



## 3.4 Employee setup - Users

KaDe Premium Plus II - Access Control M		– a ×
Platform View Setup Monitor Query		
🥏 🌃 👍 🔏 🦃 🗎 📋		KaDe
Setup Real-time Monitor		
Communication Setup		
- Serial Port	Employee Setup	
Converser     Converser     Converser     Converser     West Schedule     West Schedule     West Schedule     Concrete     Concret	Nanogement information of Setup and employee.         Image: Constraint of Setup and employee.         Image: Constrate and employee.	
	Further Check	
	Furner Lack  furner Lack  for Setup Download	
	A Englyse Information Query	
×		R

Setup includes defining user access levels and names of departments, loading card numbers and fill forms of card users.

## 3.4.1 Access Group

Setup	Real-time Monitor	Information Query							
🖃 💮 Communica		Access Group X	Property	1					
- Serial P									
		🖻 💼 Access Group List	Basic Pa	rameter					
B Schedule	in concouct	Prohibit Access Group	Name	Prohibit Acc	ess Group				
👘 Week S		🖳 🏙 Administrator Group	Access F	Access Parameter					
🗆 🎇 Holiday			Reader	Controller	Reader	Door	Permit	Week Sche	Holiday Sch
Control			Wejście	BIURO1	1	1	No	All weeks a	No Holiday
- 🦲 Inputs (	& Outputs		Wejście	BIURO1	2	2	No	All weeks a	No Holiday
- Door			Wejście	BIURO1	3	3	No	All weeks a	No Holiday
Employee	Anti-passback Setup			BIURO1	4	4	No	All weeks a	No Holiday
La Access				BIURO2	1	1	No	All weeks a	No Holiday
- 🔂 Card			Wejście	BIURO2	2	2	No	All weeks a	No Holiday

The access level determines user permissions for access to individual rooms, on certain days of the week and hours.

To add a new level of access you must use the context menu in the Access *Group List*. Similarly, you can remove level.

The scope of access level property is included in the table with 7 columns The first column is all the readers defined in the system.

The next columns in the line include:

- The name of the controller
- Reader number in the controller
- The name of the door
- Allow access to these doors YES / NO
- Access Schedule
- Access on public holidays

For faster data entering, you can use context menu in Reader column.

Reader	Controller	Reader	Door	Permit	Week Sche	Holiday Sch
Wejści <u>e</u>	BIURO1	1	1	No	All weeks a	No Holiday
Wejści	Copy to la	st reader		)	All weeks a	No Holiday
Wejści	Copy to ne	ext reader		•	All weeks a	No Holiday
Wejści	Copy to al	l readers		•	All weeks a	No Holiday
Wejści				•	All weeks a	No Holiday
Wejści	Copy to ai	l permit acces	s readers		All weeks a	No Holiday

After defining, click on the floppy disk on the top bar of the window to save.

## 3.4.2 Card

Setup	Real-time Monitor	Information Query				
Communication Setup Serial Port		Card				
Net     Schedu     Schedu	work Controller ule ek Schedule iday Schedule are Setup ntroller uts & Outputs or bal Anti-passback yee Setup ess Group	Card Number 2497265 7298278 7301279 7484855 11023970 14757157	Card Holder Marian Nowak Jan Kowalski	State Reported lost card Non-distributed Non-distributed Distributed Distributed	Time of adding card-Run 2017-03-02 14:53:14 00 2017-03-02 14:53:17 00 2017-03-02 14:53:12 00 2017-03-02 14:53:10 00 2017-03-10 08:42:25 00 2017-03-06 11:46:23 00	

This function is used for add cards to the "cards container" and to change the status of the card.

This window displays a list of all cards added to the system.

Added to the card are stored in so-called. "Cards container." This allows you to add to the database system, the new card, which then can be quickly assigned to users. Each row contains a card number, status, and date and time to load. If the card is assigned to user, in the second column is the name of the user.

To load the card number, use the right-click menu in the window.

Select ALL Reversed Select	Select Controller BIURO1	×
Controller Add Card Card Distributor Add Card Add Card Manually	CK KaDe Premium Plus II	Cancel
Delete Card	Notice: Please make sure card distributor before distributing card.	r is connected with PC
Report Loss card Relieve the Reported Lost Card	Please do not press any number before cancel operation, otherwis incorrect card number. Are you sure to continue?	
		OK Cancel

### 1. Select all

Function: Selects all items on the list.

### 2. Reversed select

Function: Selects all elements on the list that were not marked and unselect which were marked.

### 3. Controller add card

Function: After selecting the controller, card can be read by any reader connected to the controller.

### 4. Card distributor add card

Function: When you select this prompt the operator can start reading cards trough the administrator USB reader.

To finish loading, click the  $\overline{\mathbf{x}}$  icon on the top bar of the window.

Add card - Appoint Card Ra	nge X
	-
Starting Card Num	1
End Card Number	1
OK	Cancel

### 5. Add card manually

Function: Enter the starting and card number in the window that appears. Then the cards will be added to the database and displayed in the window.

#### 6. Delete card

Function: Removes all selected in the list cards, the employee who was assigned to the card remains in the database.

#### 7. Report loss card

Function: Sets the status of the selected cards listed as being lost.

#### 8. Relieve the reported card

Function: Set the selected status on the list of lost cards as not assigned. Assigning a user card is in the *Employee menu*.

### 3.4.3 Departments

This option is used to define the new department. To define the new department should use the context menu in the list sections. Similarly you can delete departments. Defining the department need enter its name in the *Properties* window. Defined departments can be assigned to employees.

KaDe Premium Plus II - Access Control M	anagement System		
Platform View Setup Monitor Query	Language System Help		
🛷 🖾 🧁 📓 🗊	2 📮 🖻 📅 🔶 🔶		
Setup Real-time Monitor	Information Query		
Communication Setup Converter Controller Con	Department       X         Image: Select ALL       Reversed Select         Add Department       Delete Department	Property       Basic Parameter       Name   Human R	x
Upload Event Records			

### 3.4.4 Users - Employees

Use this option to create a database of users. To add new users should use the context menu in the *Users* window or use *Import Employee* option. Similarly, you can remove the user from the list.

KaDe Premium Plus II - Access Control N Platform View Setup Monitor Quen				
a 🖉 🦛 🖓 🖗 🖻				
Setup Real-time Monitor	Information Query			
Setup Real-time Monitor	Employee X Propioyee X Propioyee List Babe Brown Babe Brown	Property         ■ Basic Parameter         Name         Code         Department         Gender         Date of Birth         Position         Education         Telephone No.         Family Address         Remark         E Card and Group         Card Number         Access Code         Access Lobers are first card         Permit Dismiss Security         Allow to cancel normal-open         Limit valid Date         Apply Valid Time         Ext1         Ext2         Ext3         Ext4	John Smith Male 2000-01-01 7301279 Administrator Group No No No No No No No	X Import Photo File Clear Photo

#### The basic parameters

In this section, administrator fills the following fields manually. Field *Division* and *Sex* can be filled by selection from the list. These fields except name are not mandatory.

#### Cards and access

In this section, all fields except PIN are selected from the list. To do this, click on the end of the selected field.

Card and Group	
Card Number	2621419909
Access Code	*****
Access Group	Administrator Group
All card holders are first card	No 🗸
Permit Dismiss Security	No
Allow to cancel normal-open	Yes
Limit valid Date	No
Apply Valid Time	2018-04-10 13

### • card number

The card number can contain up to 13 decimal characters - the highest number is 1099511627774. The maximum number is 40 bits (5 bytes). The card number is displayed as decimal.

The card number may apply to cards in any technology or may be a fingerprint or face pattern code. It depends on the type of reader used.

Card Number*			10995116277	774
	Card and Grou	р		
	Card Number*	ited card	1099511627774	×
		♦ ♦    1	Page 1/1 Page(s)	1
	Card Num 3592602962	State Non-distributed	Time of adding card-Run 2017-01-02 12:01:39 00	
	7253909	Non-distributed Non-distributed	2017-02-09 09:27:30 00 2016-12-14 11:21:41 00	
	10430615	Non-distributed	2017-02-07 15:00:54 00 2017-01-18 13:26:53 00	

Operator can enter card number from PC keyboard or click on a button on the right end of the field. A box appears with the contents of the container cards with "not assigned" label. The new cards can be added in the card menu. The operator does not need to create a container with the cards. Card number may be added during defining a new user. Number printed on the card can have different formats, e.g. 0010869932 or 165.56492. In this field you can type only the first example (like an integer), omitting the "0" at the beginning.

• PIN

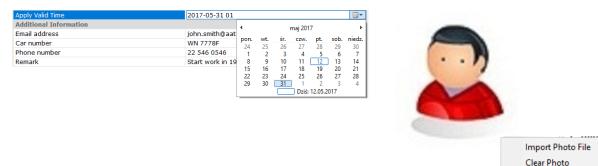
The field for entering the PIN code must contain 6 digits or be empty. The PIN is used for increasing the security of card use. If necessary and the reader is provided with a keypad operator can set the mode "Card + PIN". Then access is required to present the card and enter PIN. This prevents access in case of lost or stolen card. Setting the mode of user identification is carried out in the *Door* menu.

Access level

Access Group	Administrator Group	Ψ.	
All card holders are first card	Administrator Group		
Permit Dismiss Security	Prohibit Access Group		
Limit valid Date	No		
Apply Valid Time	2011-09-15 09		

Field specifying the user permissions for access. These privileges decide which door, in which days of the week and which hours you have been assigned access. Select from the drop-down list which include defined earlier access levels. Default settings after add new card - *Administrator Group - full access*.

- <u>First card open</u> setting this option to YES gives this card to open doors before other unauthorized cards. This function is active for the doors that have set this access mode.
- <u>Turn on / off inputs monitoring</u> authorized user (field set YES) can enable / disable inputs monitoring. This results in the alarm signalling in the controller (relay control) off by read the card on the reader and enter a special code (set in the controller setup) on the reader keyboard within 10 seconds after reading the card. After turning off the inputs monitoring controller will continue to send violations to the supervisory program but it will not be saved as alarms. This operation can also be performed by the operator in the Inputs & Outputs windows using the context menu.
- <u>Turn on / off the door unlock mode according to the schedule</u> the authorized user (field set YES) can lock the door that is unlocked according to the schedule by double reading the authorized card (leaving the protected room) and then re-unlocking the card once (when back).
- <u>The validity of the card</u> if this field is set to YES, below field become an active, where you can choose from a calendar card expiration date



User photo field

This window displays a photo of the employee if it is assigned.

In the photos field, click the right mouse button to display a context menu containing the following items:

### 1. Import photo from a file

Function: Opens a dialog box where you can select the image file. Note: Image size should be at 128x96 pixels, otherwise it will be displayed as garbled.

## 2. Clear photo

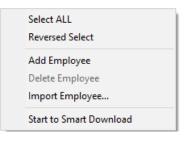
Function: Clears the assigned picture.

Photos are displayed in the monitor mode "on-line" after using the card reader

$\square$	Additional Information	
	Email address	john.smith@aat.pl
	Car number	WN 7778F
	Phone number	22 546 0546
	Remark	Start work in 1996

<u>Additional information's</u> - these are four additional information fields in the user form. Field names can be changed in the *General-> Options* tab. Additional fields can be used as filters in the process of generating reports for users.

### Import employee data



Right-click menu items in the *Define user's* list window allow import user data.

	nport Employee from Excel File		×		TO IN	nport Employee from Excel File	:	>
Ξ	Excel file parameter		۸		Ξ	Excel file parameter		^
	Sheet Name	Sheet1				Sheet Name	Sheet1	
	Import Starting Row	1				Import Starting Row	1	
	Import End Row	65536				Import End Row	65536	
Ξ	Employee Sheet Param	eter			Ξ	<b>Employee Sheet Param</b>	eter	
	Name Column	Sheet B Column				Name Column	Sheet B Column	
	Code Column	Sheet C Column				Code Column	Sheet C Column	
	Department Column	Sheet D Column				Department Column	Sheet D Column	
	Add Non-exist Depart	No				Add Non-exist Depart	No	
	Card Number Column	Sheet E Column				Card Number Column	Sheet E Column	~
	Card Number Format	Decimal				Card Number Format	Do not Import	
	Gender Column	Sheet K Column				Gender Column	Sheet A Column Sheet B Column	- 1
	Gender Column	Male/Female				Gender Column	Sheet C Column	
	Birthday Column	Sheet L Column				Birthday Column	Sheet D Column	_
		YYYY-MM-DD				Birthday Format	Sheet E Column Sheet F Column	
	Birthday Format					Access Group Processi	Sheet G Column	
	Access Group Processi					Position Column	Sheet H Column Sheet I Column	
	Position Column	Do not Import	-			Education Column	Sheet J Column	
	Education Column	Do not Import				Tel. Number column	Sheet K Column	
	Tel. Number column	Do not Import	$\mathbf{v}$				Sheet L Column Sheet M Column	
			_			ſ	Sheet N Column	
		OK Cancel		1 1			Sheet O Column	
_							Sheet P Column	
							Sheet Q Column Sheet R Column	
							Sheet S Column	

This window contains a template based on which, operator can import data from a file prepared in xls format. The order and number of columns in the file must be in accordance with the template. The right column in the template by clicking on it, allows select from a list of the content of field. The content of each imported from a spreadsheet cell in terms of data format must be compatible with the template such as date format or format card numbers. After determining the data in the template, and confirmed OK window appears where you can specify the path to the template prepared in accordance with the file.

After importing you can see the users and verify the imported data.

By completing the template, you must match the names in the Name line of the sheet with the name in the xls file, and the start and end lines. When an xls sheet has a row with column headers, you should set the start up line number to 2.

Sheet T Column

## 3.4.5 Elevator

KaDe Premium Plus II - Access Control Ma	inagement System										
Platform View Setup Monitor Query	Language System Help										
🥔 🏹 🧁 🖉	2 📮 🍳 📆 🔶 🔶										
Setup Real-time Monitor	Information Query										
🖃 💮 Communication Setup	Employee X	Property									
Serial Port	▼         I										
	🖻 🗁 Employee List	Access Perm	ission								
🖻 📓 Schedule	Adam Smith	Elevator	Floor 1	Floor 2	Floor 3	Floor 4	Floor 5	Floor 6	Floor 7	Floor 8	Floor 9
- Week Schedule	Annual Sector Se	Elevator #1	Yes	Yes	No	No	No	No	No	No	Yes
🗕 🉀 Holiday Schedule	🔏 Miranda Bell	Elevator #2	Yes	Yes	No	Yes	Yes	No	No	No	No
Controller											
Department     Employee     Elevator     Operation     Monoad Setup     Upload Event Records     Upload Alarm Records											

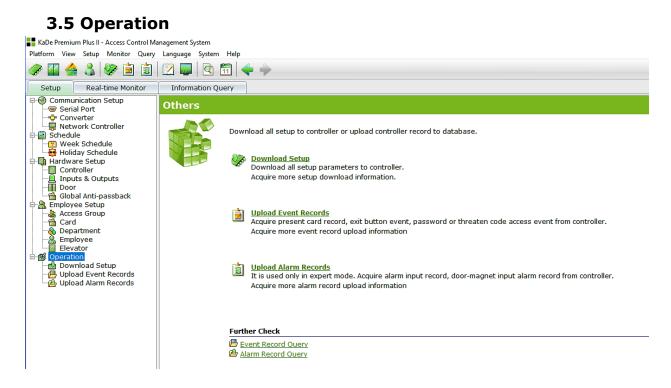
In this window you can assign access permissions to the respective floors for employee through reader installed in elevator cabin.

### Employee list

List of employees defined in the system, whom you can assign access permission to the respective floors after selecting position on the list. Default setting allows access to all floors.

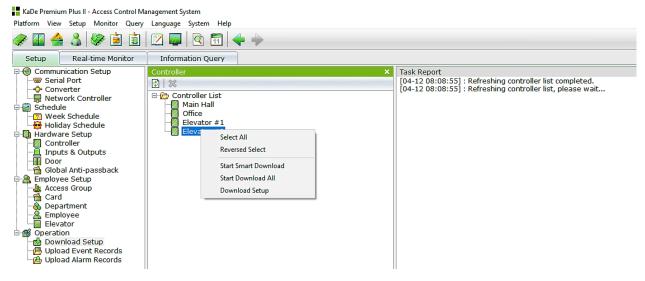
### Access Permission

A list of elevators (first column) and a list of relays (next columns) which control access to particular floor. To prohibit access for particular employee, you must set "No" in a row referring to the proper elevator and save.



This option includes transfer of data and upload of events and alarms records.

### 3.5.1 Download setup



The database created by the configuration of the individual elements of the system is stored on disk in the computer. To be able to be used in the system must be sent to the controllers. Since sending the data to the controller erases all events and alarms, so you should upload it before the operation. All upload records from controllers will be saved to disk in the computer. Right-clicking in a window containing a list of controllers displays a context menu that allows you to perform an operation to send data to some or all controllers. You can send all data or only the changed greatly accelerate this process. From this window, operator can download all files. From the other configuration windows can only send data on selected items.

## 3.5.2 Upload event records

KaDe Premium Plus II - Access Control Ma Natform View Setup Monitor Query	Language System Help						
Setup Real-time Monitor	Information Query						
🛛 💮 Communication Setup	Controller ×	Event Record List					
- 📟 Serial Port	ि । 💥	No. Event Type	Card Num Employee	e Time	Controller	Door	Reader
	Controller List	1 Activate Security of Alarm Input		2018-04-10 13:	Office	1	
Schedule	Main Hall	2 Exit Button		2018-04-10 13:	Office	HR	
Week Schedule	Office	3 Exit Button		2018-04-10 13:	Office	HR	
🙀 Holiday Schedule	El Select All	4 Access denied - invalid card	41787096 John Wal	lker 2018-04-10 13:	Office	HR	Enter
Hardware Setup	El Reversed Select	5 Access granted - valid card	519064464 Miranda	Bell 2018-04-10 13:	Office	HR	Enter
- Ontroller		6 Exit Button		2018-04-10 14:	Office	HR	
Inputs & Outputs	Upload Record	7 Activate Security of Alarm Input		2018-04-11 07:	Office	1	
- 🚰 Door Global Anti-passback		8 Exit Button		2018-04-11 09:	Office	HR	
Employee Setup		9 Activate Security of Alarm Input		2018-04-12 07:	Office	1	
Access Group     Access Group     Card     Department     Employee     Elevator     Operation     Download Setup     Upload Event Records     Upload Alarm Records							

This window displays all controllers added to the database system.

If the operator wants to read events from the controller, select one or more controllers in the list. Then right-click on the selected items to display the context menu and select the item "Upload records".

Showing events are written to the archive and can be used to generate reports in the *Reports* section.

## 3.5.3 Upload alarm records

Platform View Setup Monitor Que	y Language System Help					
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Setup Real-time Monitor	Information Query					
🗄 🕘 Communication Setup	Controller	× Alarn	n Record List			
- 📟 Serial Port	(₽)   ×	No.	Alarm Type	Time	Controller	Alarm Source
	E- Controller List	1	Door forced in alarm	2020-04-10 14:	Office	HR
Schoolden Main Hall	2	Door forced return to normal	2020-04-10 14:	Office	HR	
Week Schedule		3	Input in alarm	2020-04-12 07:	Office	Alarm Input1
Holiday Schedule	4	Input return to normal	2020-04-12 07:	Office	Alarm Input1	
🖓 Hardware Setup	inal dware becup	5	Door forced in alarm	2020-04-12 07:	Office	HR
- 🖉 Controller		6	Door forced in alarm	2020-04-12 07:	Office	HR
- 📃 Inputs & Outputs		7	Door forced return to normal	2020-04-12 07:	Office	HR
- Door		8	Input in alarm	2020-04-12 07:	Office	Alarm Input1
Global Anti-passback		9	Input return to normal	2020-04-12 07:	Office	Alarm Input1
	Access Group	10	Input in alarm	2020-04-12 07:	Office	Alarm Input1
Garante and a second s	11	Input return to normal	2020-04-12 07:	Office	Alarm Input1	
	12	Input in alarm	2020-04-12 07:	Office	Alarm Input1	
- 🧸 Employee		13	Input return to normal	2020-04-12 07:	Office	Alarm Input
Elevator		14	Door forced in alarm	2020-04-12 07:	Office	HR
Operation		15	Door forced return to normal	2020-04-12 07:	Office	HR
Download Setup		16	Door forced in alarm	2020-04-12 07:	Office	HR
Upload Event Records Upload Alarm Records		17	Door forced return to normal	2020-04-12 07:	Office	HR
opidad Alarm Records		18	Door forced in alarm	2020-04-12 07:	Office	HR
		19	Door forced return to normal	2020-04-12 07:	Office	HR

This window displays all controllers added to the database system. If the operator wants to read alerts from the controllers, you must select one or more controllers in the list. Then right-click on the selected items to display the context menu and select the item "Upload records". Displays alarms are written to the archive and can be used to generate reports in the *Reports* section.



## **Chapter 4. SYSTEM MONITORING**

Monitoring tab allows the implementation of three modes:

1

### Edit mode

This mode allows map edit, so background image loading and put on the icons representing the elements of the system. You can choose from: door, input line, output and camera (if NVR is integrated) icons.

<u>\_</u>

#### • "On-line" map mode

It visualizes live icon status, displays events and alarms, photos and camera images (if NVR is integrated). In this mode you can also perform certain commands from context menu (e.g. door unlock).

#### • "On-line" video mode

This mode allows images displaying from many cameras in special window, in which you can set one of available divisions.

Note: The V 1.1.0026.138B version supports cameras with the H264 and H265 compression standard via the NVR6000 recorder.

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### 4.1 Edit mode

😥 🏢 🚰 🎽 🥵 🗔 🗨 🔍 🏹 🧊 🧊 🗞 🗟 Parter | Monitor Mode | Fit Window(100,00%) | Size:3161x1830

Edit mode allows facility map definition with marked icons of system elements. You can display only one map at a time and system elements, which icons are marked on this map, are monitored. When you first start the program and enable the edit mode displays a blank window.

Background maps should be read from the file and then put on the icons representing the elements of the system.

All operations in this window operator performs using the toolbar at the top of the window.

	- enables "on-line" map mode
T.E	- renames map
õ	- opens an existing map
	- enables "on-line" video mode
	- saves changes performed in edit mode
🚯 🐹	- loads new map background image/deletes existing background image
	- fits map background to window size
<b>Q</b> * <b>Q</b>	- zooms in/out map image/selects zoom region
	- adds/deletes monitor points from the map

To create new map use context menu in map window.

Using this menu you can also delete current map, open map or save modified one under new name. When creating new map, you can load new background image using top bar.

Elements list possible to put on map depends on controller model. Map background isn't necessary to monitor system elements. You can put many elements of the system in blank window and save as map. Adding monitoring points to the map:

- click on the green icon -

the window will open as below:

levator #2       192.168.0.234:50       0         lain Hall       10.11.106.58:500       0         ffice       10.11.106.108:60       0         VR/DVR       10.11.106.108:60       0         Extension Ala       Extension       1         Extension Ala       Extension       2         Extension Ala       Extension       3         Extension Ala       Extension       4         Output 1       Relay       1         Output 3       Relay       3         Extension Ou       Extension Ou       Extension	ontroller	Attached Bus	Ad	Di	Name	Туре	Po
lain Hall       10.11.106.58:500       0       Alarm Input2       Alarm Input2       2         ffice       10.11.106.204:50       0       Extension Ala       Extension       1         VR/DVR       10.11.106.108:60       Extension Ala       Extension       2         Extension Ala       Extension Ala       Extension       3         Extension Ala       Extension       4         Output 1       Relay       1         Output 3       Relay       3         Extension Ou       Extension       1         Extension Ou       Extension       2	levator #1	192.168.0.1:50000	0		HR	Door	1
ffice       10.11.106.204;50       0       Extension Ala       Extension       1         VR/DVR       10.11.106.108:60       Extension Ala       Extension       2         Extension Ala       Extension Ala       Extension       2         Comparison of the system	levator #2	192.168.0.234:50	0		Alarm Input1	Alarm Input	1
VR/DVR 10.11.106.108:60 Extension Ala Extension 2 Extension Ala Extension 3 Extension Ala Extension 3 Extension Ala Extension 4 Output 1 Relay 1 Output 2 Relay 2 Output 3 Relay 3 Extension Ou Extension 1 Extension Ou Extension 2	1ain Hall	10.11.106.58:500	0		Alarm Input2	Alarm Input	2
Extension Ala       Extension       3         Extension Ala       Extension       4         Output 1       Relay       1         Output 2       Relay       2         Output 3       Relay       3         Extension Ou       Extension       1         Extension Ou       Extension Ou       Extension         Extension Ou       Extension       2	Office	10.11.106.204:50	0		Extension Ala	Extension	1
Extension Ala       Extension       4         Output 1       Relay       1         Output 2       Relay       2         Output 3       Relay       3         Extension Ou       Extension       1         Extension Ou       Extension       2         Extension Ou       Extension       3	IVR/DVR	10.11.106.108:60			Extension Ala	Extension	2
Output 1       Relay       1         Output 2       Relay       2         Output 3       Relay       3         Extension 0u       Extension       1         Extension 0u       Extension 0u       Extension         Extension 0u       Extension 0u       5					Extension Ala	Extension	3
□       Output 2       Relay       2         ✓       Output 3       Relay       3         □       Extension Ou       Extension       1         □       Extension Ou       Extension       2         □       Extension Ou       Extension       2					Extension Ala	Extension	4
Output 3     Relay     3       Extension Ou     Extension     2       Extension Ou     Extension     3					Output 1	Relay	1
Extension Ou       Extension Ou       Extension       1         Extension Ou       Extension Ou       Extension       2         Extension Ou       Extension Ou       Extension       3					Output 2	Relay	2
Extension Ou Extension 2 Extension Ou Extension 3					Output 3	Relay	3
Extension Ou Extension 3					Extension Ou	Extension	1
					Extension Ou	Extension	2
Distancian Out Extension 4					Extension Ou	Extension	3
Extension Ou Extension 4					Extension Ou	Extension	4

Controller	Attached Bus	Ad	Di	Name	Туре	Po.
Elevator #1	192.168.0.1:50000	0		Video 1	Video	1
Elevator #2	192.168.0.234:50	0		Video 2	Video	2
Main Hall	10.11.106.58:500	0				
Office	10.11.106.204:50	0				
NVR/DVR	10.11.106.108:60					

In the window above, a list of all controllers and Network Video Recorder (if added) is displayed. When you select the controller in the list on the left part of the window, the right part displays the items available for the model.

To place an item on the map, first mark it in the list on the right. Selected items are displayed by default in the upper left corner of the map window. You can drag them to the map and place them in their actual location. Alarm inputs and control outputs from the expansion module are included in the list if it has been attached to the controller. When you have finished editing the map, save it under the name you chose.

Monitoring Point Instruction:	Real-time Monitor Info	ormation Query
	<u><u></u> <u></u>                                       </u>	💵 🕅 🔯 Unna
- door status icon.	Please Input New Map Name	×
🗕 - Input icon.	1 FLOOR	
• Output icon.	ОК	Cancel
🚽 - Video camera.		

Connection with the NOVUS NVR 6000 series recorder (4,8,16 cameras):

deo Channel List			
	etup	DVR/NVR Parameter	
Video 2	Ξ	DVR/NVR Parameter	
T Video 3		Enable DVR/NVR Device	Yes
TVideo 4		IP Address	10.11.106.108
🔤 Kasa WY		IP Port	6036
		Username	root
		Password	*****
Delete all links Delete Setup NVR Para	ame	ter	OK Cancel
Setup NVR Para	ame	ter	Cancer

- in the Video Channel List window, right-click and select Setup NVR - parameters

- enable connection to the NVR in the setup window

 set the IP address and port number
 enter login and password such as in NVR

After connecting, the list of cameras will be displayed in this window. You can assign a link to an element from the map to each camera by dragging it on the selected camera.

Then you can go into live monitoring mode. Live monitoring mode can only be enabled when we create a map with system component icons. Only elements from the map currently displayed are monitored. To view another area, display another map.

## 4.2 Monitoring "on-line" mode - maps



📝 🌐 🚰 🏙 🏶 🖾 🔍 🔍 🔍 🖏 🧊 🧊 😵 📓 🧟 Parter | Monitor Mode | Fit Window(100,00%) | Size:3161x1830

- enables editing mode
- enables video monitoring mode
- ᄚ 🛛 opens an existing map
- i enables/disables "on-line" monitoring
- opens the "Options for monitoring"
- Image of the background map for the window size
- 🔍 🔍 🔍 🔤 zooms in/out map/selects the area to zoom
- enables event sound
- 📁 enables alarm sound
  - enables/disables the labels of the icons on the map
- removes all events from the list in the event tab
- removes all alarms from the list in the alarm tab

Select E-map

Name

Parter

TEST TEST RS

Double-click option to select

The live monitoring window includes the following elements:

- a map with active system elements icons
- event list
- alarm list
- user photo card
- list of tasks performed
- dynamic help files
- To enable live monitoring mode:
- select a map from the list by clicking on the Open Map icon
- click the Start monitoring icon 
   ->

Turning on monitoring mode is signalled by the colour change of this icon to red and the message in the task window:

### • Monitor started

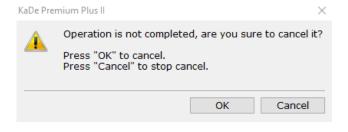
Once the door icon is communicated with the door controller, the zones and control outputs are displayed in colour. In the absence of communication, icons are displayed in grey. The lack of communication with the controller may be due to: power failure, disconnection of Ethernet cable, RS485 bus cable, network busy or controller failure. If the monitor shows no communication and the controller has power and the RUN LED is blinking, it is recommended to reset the controller power supply.

The monitoring mode works as follows:

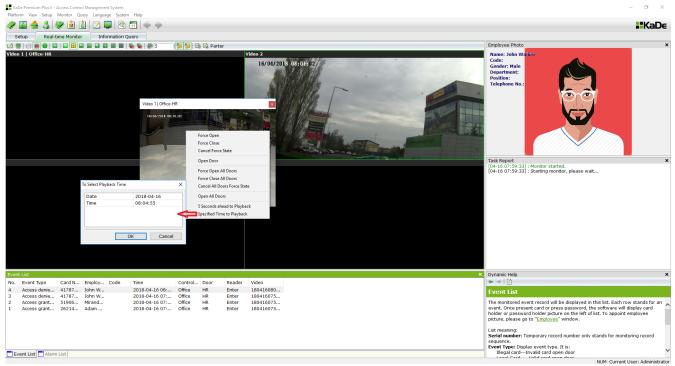
- when the user presents the card to the reader, a message appears in the event window, the sound is generated, the image is displayed, and the reader icon flashes red. If the card has valid permissions then the lock is unlocked (an open padlock icon is displayed)
- when you open the physical door wing, the corresponding icon is displayed
- holding the door opened above the set delay generates an alarm and displays the alarm siren in the door icon in red
- when the door is forced, the alarm is generated immediately (a message appears in the alarm window, the sound is generated and the alarm signal in the door icon is displayed in red)
- violation of the input line with monitoring (glasses) is displayed in the alarm window, the sound is generated, and the line icon is displayed in red
- the violation of input line with the monitoring disabled (no glasses) does not generate an alarm, but the line icon is displayed in red
- switching the control output over an alarm from an assigned zone, event or operator causes the icon to be red.

Loss of communication with the controller when monitoring mode is activated will result in periodic retries of communication. Communication is signalled by the display of a coloured door icon. Lost and returned communication with the controller displays such messages in the task window.

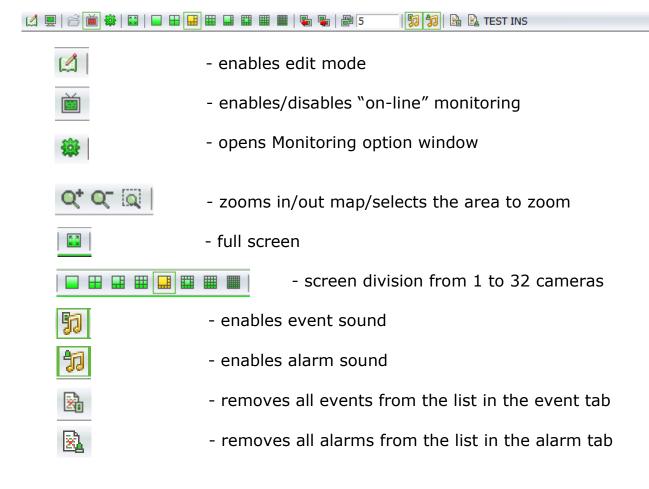
To disable the monitoring mode, click on the icon:



# 4.3 Monitoring "on-line" mode - video



Context menu in this window allows door operations performing and playing video recorded by selected camera ahead of 5 seconds time or from selected time.



Monitoring options

500
9922

N	loni	toring Option		Х
	Ξ	Miscellaneous		^
		Debugging Mode	Start	
		Maximum Retry times	3	
		Alarm Sound Device	Sound Card	
	Ξ	Monitoring Event		
		Access granted - vali	Monitor	
		Access denied - invali	Monitor	
		Open Door by PIN	Monitor	
		Invalid PIN	Monitor	
		Exit Button	Monitor	
		Open Door by Threat	Monitor	
	Ξ	Monitoring alarm		
		Door Open Overtime	Monitor	<b>×</b>
			OK Cancel	

- The maximum number of retries number of attempts to communicate with the controller that will be performed by the program before turning off the monitor mode.
- *The siren alarm* siren alarm type, sound card and an external siren or speaker in the PC.

During monitoring, the following events are displayed in the event window:

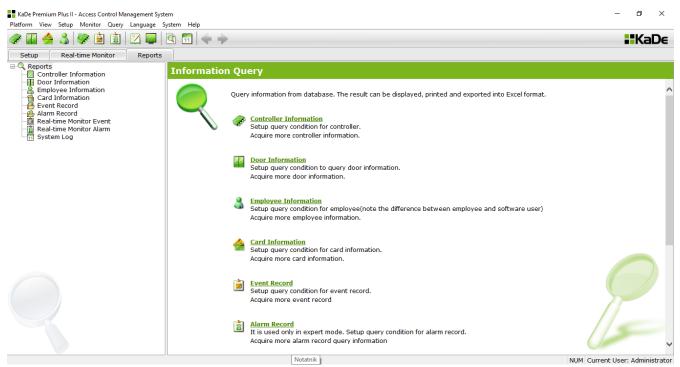
- Access granted valid card
- Access not allowed invalid card
- Access granted valid access code
- Access not allowed invalid access code
- Access allowed exit button

During monitoring in the alarm window the following alarms are displayed:

- Door forced alarm state
- Door forced normal state
- Door hold open alarm state
- Door hold open normal state
- Inputs in alarm state
- Inputs in normal state

By default, monitoring for all events and alarms is enabled.

# **Chapter 5 INFORMATION AND REPORTS**



This tab allows you to obtain information from the database and system event using the filters. This information is in the form of reports and can then be displayed on screen, printed or saved in the form of Excel files.

### 5.1 Controller information Filter settings

Setup	Real-time Monitor	Reports						
🖃 🔍 Report:		Controller Info			⇒ ⇒∥   1	4 🖻		
Controller Information Door Information Semployee Information Card Information Event Record		2↓   ≫   ♀ ♀		No. Name	Attach	ied Bus	Ad Model	Do
		Query Cond	lition					
		Attached	All Bus					
		Name						
📑 🚇 Alar	- 👍 Alarm Record - 🛅 Real-time Monitor Event - 📋 Real-time Monitor Alarm - 🛗 System Log		All models					
🔲 Rea			All doors					
			- 1	- 1				
Controller .	Information 🛛 🗙	(† 🔀 🚺	$( \Leftrightarrow \Rightarrow \Rightarrow 1$	4 🖻				
🖹 2 🖡 🛛 🚿							D	
	1	No. Nam	ie A	ttached Bus	Addres	s Model	🔰 Door Qua	ntity

To view information about the controllers defined in the system, click on the magnifying glass icon.

In the window below the filter fields are displayed. The default filters settings generate report for all controllers.

If you are interested in only selected group of controllers, you must change the filter settings.

### <u>Filters</u>

*Port* - you can choose number to which is attached the controller (or whole network bus).

Name - enter the full, exact name of the controller.

If you do not remember whole name, you can enter a part of them but then in order to view the list, click on the icon:



*Model* - in KaDe Premium Plus II since 136B version 12 controller models are available - KS-10XX, KDH-KS20XX, KDH-KS2000-IP-ELV and KZ-1000-IP, KDH-KZ2000-IP models.

Number of doors - in KaDe Premium Plus II controllers operate with 1 to 4 doors.

After setting the filters and click on one of the magnifying glass icon in the right window displays a list of controllers that meet the criteria of your filters. Each line of the list applies to a single controller and includes: its name, no. of communication port, address, model and number of doors.

The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.



You can export the generated list as an Excel file by clicking on the icon



You can also print it using the print option in the General tab.

No.	Name	Attached Bu:	Address	Mode	Door Quantity
1	KS2012IP#11	10.11.106.244	0	KDH-KS2012-IP	1
2	KS2012RS_IP#1(	10.11.106.223	10	KDH-KS2012-RS	1
3	KS2012RS_IP#6	10.11.106.223	6	KDH-KS2012-RS	1
4	KS2012RS_IP#7	10.11.106.223	7	KDH-KS2012-RS	1
5	KS2012RS_IP#8	10.11.106.223	8	KDH-KS2012-RS	1
6	KS2012RS_IP#9	10.11.106.223	9	KDH-KS2012-RS	1
7	KS2012RS_RS#0	Serial Port 3	0	KDH-KS2012-RS	1
8	KS2012RS_RS#1	Serial Port 3	1	KDH-KS2012-RS	1
9	KS2012RS_RS#2	Serial Port 3	2	KDH-KS2012-RS	1
10	KS2012RS_RS#3	Serial Port 3	3	KDH-KS2012-RS	1
11	KS2012RS_RS#4	Serial Port 3	4	KDH-KS2012-RS	1
12	KS2012RS_RS#5	Serial Port 3	5	KDH-KS2012-RS	1
13	KS2024IP#14	10.11.106.222	0	KDH-KS2024-IP	2
14	KZ2000IPU#12	10.11.106.211	0	KDH-KZ2000U-IF	1
15	KZ2000IPU#13	10.11.106.212	0	KDH-KZ2000M-IP	1

## 5.2 Door information

Setup Real-time Monitor	Reports
🖻 🔍 Reports	Door Information × 2   1   1 ← ← → →   1 ← ↓ 2 Page 1/1 Page(s)
Controller Information	🚉 👌 🛙 🛠 🔍 No. Door Name Controller Normal Exit Button Type Button Fail Schedule Door-magnet Lock R Door-
Employee Information	E Query Condition 1 1 New Cont All week Normal-Open All weeks and all da Normal-Open Synchr 3
- 🚰 Card Information	Attached All Bus
📇 Event Record	Door Name
Alarm Record	Controller
Real-time Monitor Event	

### Filter settings

To view information about the door defined in the system, click on the magnifying glass icon.

In the window below the filter fields are displayed. The default filters settings generate report for all doors.

If we are interested only selected group of doors, we need to change the filters.

#### <u>Filters</u>

*Port* - you can choose number to which is attached the controller (or whole network bus) that supports the door.

Name - enter the full, exact name of the door.

If you do not remember whole name, you can enter a part of them but then in order to view the list, click on the icon:

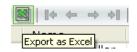


After setting the filter and click on one of the magnifying glass icon in the right window displays a list of doors that meet the criteria of your filters. Each line of the list applies to one door and contains data defined during setup. The list can be viewed using the tools to move around the site described in the

The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.



Yes, you can export the generated list as an Excel file by clicking on the icon



You can also print it using the print option in the *General* tab.

	Door Information									
No.	Door Name	Controller Name	Lock Relay	Normal Open Schedule	Exit Button Type	Button Fail Schedule	Door-magnet Typ			
1	1	KS2012IP#11	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
2	1	KS2012RS_IP#10	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
3	1	KS2012RS_IP#6	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
4	1	KS2012RS_IP#7	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
5	1	KS2012RS_IP#8	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
6	1	KS2012RS_IP#9	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
7	1	KS2012RS_RS#0	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
8	1	KS2012RS_RS#1	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
9	1	KS2012RS_RS#2	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
10	1	KS2012RS_RS#3	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
11	1	KS2012RS_RS#4	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
12	1	KS2012RS_RS#5	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
13	1	KS2024IP#14	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
14	2	KS2024IP#14	Wyj. ster. 2	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			
15	1	KZ2000IPU#12	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Norma I-Open			
16	1	KZ2000IPU#13	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open			

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## 5.3 Employee information

Setup Real-time Monitor	Reports				
🖻 🔍 Reports	Employee Information 🛛 🗙		🛃 🔯 Page 1/1 Page(s)		
Controller Information     M Door Information	🚉 ĝi   💥   🍳 🔍	No. Name Cod	e Depart Card Access	Group   Fir   Validity of card	. Gender Birthday Pos
- A Employee Information	Query Condition	1 New Employee	Adminis	strat No 2011-12-05 20	Male 2011-12
📲 Card Information	Name				
🕒 Event Record	Card Num				
🔒 Alarm Record	Department All Departme				
-📋 Real-time Monitor Event 	Access Gr All Access Gr				
System Log	Gender All Gender				

Filter settings

To view information about a users defined in the system, click on the magnifying glass icon.

In the window below the filter fields are displayed. The default settings produce report concern all users.

If we are interested only selected group of users, we need to change the filters.

**Filters** 

Name - enter the user name.

If you do not remember whole name, you can write the part of the name but then in order to view the list, click on the icon:

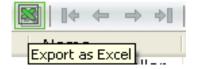


Card number - enter card number.

After setting the filter and click on one of the magnifying glass icon in the right window displays a list of users meeting the criteria of your filters. Each line of the list applies to one user and contains the data defined in the definition. The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.

[♦ ♦ ⇒ ♦] 1	4	🖹 Page 1/1 Page(s)
-------------	---	--------------------

You can export the generated list as an Excel file by clicking on the icon.



You can also print it using the print option in the *General* tab.

Employee Information

No.	Name	Code	Department	Card Number	Access Group	First Card	Dismiss card and activate security	Validity of card usage	Gender	Birth
1	Jane Brown	2		1099511627774	Administrator Group	No	No	Non-limited	Male	2000
2	John Smith			6008775	Administrator Group	No	No	2017-05-31 01	Male	2000
3	Tom White	1000		7297806	Administrator Group	No	No	Non-limited	Male	2000

## 5.4 Card information

KaDe Premium Plus II - Access Control Management	System													
Platform View Setup Monitor Query Language	System Help													
🛷 🔟 🤙 🕹 😻 菌 📋 🗹 📟	I 🖻 📅 🔶 🔶													_
Setup Real-time Monitor Inform	nation Query													
🖃 🔍 Query	Employee Information	ג ו	( 👘	🗙   + ← → +  1 🛛 🖊 🖹	Page 1/1	l Page(s)								
Controller Information	🔡 ģi   💥   🔍 🔍		No.	Name	Code	Department	Card	Access	Fir	Dismis	Validity o	Ge	Birthday	Position
- 🗟 Employee Information	Query Condition		1	PYKAŁO MAREK		PRT-M MU2		Admini		No	Non-limit	Male	2000-01	Mechanik
Card Information	Name		2	BULEJAK MAGDALENA		DZIAŁ ZAPEWNI	1602	Admini	No	No	Non-limit	Male	2000-01	Pracownik P
- 🔁 Event Record	Code		3	SERWIS SPRZĄTAJĄCY ZEW 1		ZEWNĘTRZNI	1602	Admini	No	No	Non-limit	Male	2000-01	Pracownik P
- 🙆 Alarm Record - 🗃 Real-time Monitor Event	Card Number		4	SKIBNIEWSKI JAROSŁAW		PRP - OPTIMA	1602	Admini	No	No	Non-limit	Male	2000-01	Młodszy Op
Real-time Monitor Event	Department	All Departments	5	OLSZÓWKA KATARZYNA		BIURO	1602	Admini	No	No	Non-limit	Male	2000-01	Kierownik d
System Log	Access Group	All Access Group	6	TROJANOWSKI TOMASZ		PRP - INSTANT	1602	Admini	No	No	Non-limit	Male	2000-01	Pracownik P
Door of Employee Information	Gender	All Gender	7	PACZYŃSKI REMIGIUSZ		PRT-M MU1	1602	Admini	No	No	Non-limit	Male	2000-01	Mechanik
Employee of Door Information	Starting Age	0	8	SERWIS SPRZĄTAJĄCY ZEW 6		ZEWNĘTRZNI	1602	Admini	No	No	Non-limit	Male	2000-01	Mechanik
	End Age	100	9	SERWIS SPRZĄTAJĄCY ZEW 8		ZEWNĘTRZNI	1602	Admini	No	No	Non-limit	Male	2000-01	Mechanik
	Ext1		10	BARTCZUK PIOTR		PRP - ROVEMA	1602	Admini	No	No	Non-limit	Male	2000-01	Operator M
	Ext2		11	SYSA SYLWIA		BIURO	1602	Admini	No	No	Non-limit	Male	2000-01	Koordynato
	Ext3		12	SERWIS SPRZĄTAJĄCY ZEW 2		ZEWNĘTRZNI	1604	Admini	No	No	Non-limit	Male	2000-01	Młodszy Ma
	Ext4		13	TACIKOWSKI ANDRZEJ		PRT-A	1604	Admini	No	No	Non-limit	Male	2000-01	Elektryk
	LACT		14	14GIEŁA ALBERT		RILIRO	1602	∆dmini	No	No	Non-limit	Male	2000-01	Kierownik O

#### Filter settings

To view information about cards defined in the system, click on the magnifying glass icon.

In the window below the filter fields are displayed. The default settings produce report concern all cards.

If we are interested only selected group of cards, we must change the filter settings.

#### <u>Filters</u>

Name - enter the cardholder's name.

If you do not remember whole name, you can write the part of the name but then in order to view the list, click on the icon:

Q.		
tiq <sub>F.</sub>	Jzzy Query	

*Card number* - enter card number.

Status - choose from the list of the status.

After setting the filter and click on one of the magnifying glass icon in the right window displays a list of cards that meet the criteria of your filters. Each line of the list is for one card and contains the data defined in the definition.

The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.

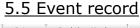


You can export the generated list as an Excel file by clicking on the icon.

A	B	С	D	E	F	G	Н	- I	J
No	Name	Code	Departme	Card Num	Access Gr	First Card	Validity of	Gender	Birthday
1	New Emp	loyee			Administre	No	2011-12-05	Male	2011-12-05
2	New Emp	loyee			Administre	No	2011-12-05	Male	2011-12-06
3	New Emp	loyee			Administre	No	2011-12-05	Male	2011-12-07
4	New Emp	loyee			Administre	No	2011-12-05	Male	2011-12-08
5	New Emp	loyee			Administre	No	2011-12-05	Male	2011-12-09
6	New Emp	loyee			Administre	No	2011-12-05	Male	2011-12-10

You can also print it using the print option in the *General* tab.

					Card Information
No.	Card Number	Card Holder	Card Code	State	Card Adding Time-SN.
1	3592602962			Non-distributed	2017-01-02 12:01:39 00000000
2	1152420			Non-distributed	2017-02-07 15:01:11 00000001
3	6008775	John Smith		Distributed	2017-04-28 15:01:43 00000001
4	7253909			Non-distributed	2017-02-09 09:27:30 00000000
5	7297806	Tom White	1000	Distributed	2017-04-28 15:01:38 00000000
6	7298278			Non-distributed	2016-12-14 11:21:41 00000000
7	7301279			Non-distributed	2016-12-14 11:21:43 00000001
8	10430615			Non-distributed	2017-02-07 15:00:54 00000000
9	14757157			Non-distributed	2017-01-18 13:26:53 00000000
10	1099511627774	Jane Brown	2	Distributed	2017-04-18 21:47:12 00000000



Setup Real-time Monitor	Reports								
🖃 🔍 Reports	Event Record	×		♦   1	🖉   📄 Page C	)/O Page(s)			
Controller Information	🗄 2↓   💥   🔍	Q	No. Event Type	Card Num	Employee	Code	Department Positio	on Time	Contro
-& Employee Information	🗉 Query Conditi	ion							
- 🚰 Card Information	Department	All Departments							
📑 Event Record	Name								
Alarm Record	Reader	All Readers							
- 📋 Real-time Monitor Event - 👔 Real-time Monitor Alarm	Event Type	All Types							
System Log	Starting Time	2011-12-07 00:00							
	End Time	2011-12-07 23:59							

Filter settings

To view information about the events in the system, click on the magnifying glass icon.

In the window below the filter fields are displayed. The default settings generate reports concern all events.

If we are interested only selected group of events, we need to change the filters. Filters

Department - select a department from the list.

Name - enter the cardholder's name.

If you do not remember whole name, you can write the part of the name but then in order to view the list, click on the icon:

Reader - select the reader from a list.



*Event type* - select the type from the list.

Start / End range - set the calendar date of the beginning and end of report After setting the filter and click on one of the magnifying glass icon in the right window displays a list of events that meet the criteria of your filters. Each line of the list involves a single event and presents the data set in the columns of the table. The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.

> $| \phi \leftrightarrow \Rightarrow \phi | | 1$ 4 🔄 Page 1/1 Page(s)

Yes, you can export the generated list as an Excel file by clicking on the icon.

		A	В	С	D	E	F	G	Н
	1	Nr	Typ zdarzenia	Nr karty	Nazwisko	Data i czas	Kontroler	Drzwi	Czytnik
	2	103	Dostęp niedozwolony	5424044		2010-10-22 10:48:28	KASA 1	KASA	KASA WE
Export as Excel	3	102	Dostęp niedozwolony	5424044		2010-10-22 10:43:43	KASA 1	KASA	KASA WE
	4	101	Dostęp niedozwolony	5424044		2010-10-22 10:43:18	KASA 1	KASA	KASA WE
	5	100	Dostęp niedozwolony	5424044		2010-10-22 10:43:16	KASA 1	KASA	KASA WE
	6	99	Dostęp dozwolony	1726019		2010-10-21 11:39:50	KASA 1	KASA	KASA WE
	- 7	98	Dostęp dozwolony	11882937	ABACKI ADAM	2010-10-21 11:39:19	KASA 1	KASA	KASA WE
	8	97	Dostęp dozwolony	3583518	CZABACKI	2010-10-21 09:48:23	KASA 1	KASA	KASA WE
	9	96	Dostęp dozwolony	3604323	BABACKI	2010-10-21 09:48:20	KASA 1	KASA	KASA WE

### You can also print it using the print option in the *General* tab.

AAT Holding Sp. z o.o.

Zdarzenia

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Nr.	Typ zdarzenia	Nr karty	Nazwisko	Data i czas	Kontroler	Drzwi	Czytnik
103	Dostęp niedozwolony	5424044		2010-10-22 10:48:28	KASA 1	KASA	KASA WE
102	Dostęp niedozwolony	5424044		2010-10-22 10:43:43	KASA 1	KASA	KASA WE
101	Dostęp niedozwolony	5424044		2010-10-22 10:43:18	KASA 1	KASA	KASA WE
100	Dostęp niedozwolony	5424044		2010-10-22 10:43:16	KASA 1	KASA	KASA WE
99	Dostęp dozwolony	1726019		2010-10-21 11:39:50	KASA 1	KASA	KASA WE
98	Dostęp dozwolony	11882937	ABACKI ADAM	2010-10-21 11:39:19	KASA 1	KASA	KASA WE
97	Dostęp dozwolony	3583518	CZABACKI	2010-10-21 09:48:23	KASA 1	KASA	KASA WE

## 5.6 Alarm record

Setup	Real-time Monitor	Reports				
🗉 🔍 Reports		Alarm Record	×		♦   1	🛹 🛛 🛐 Page O/O Page(s)
<u> </u>	troller Information r Information	<u>₽</u> 2↓   ≫   Q		No. Alarm Type	Time	Controller Alarm Position
	nployee Information	🛛 Query Cond	ition			
📑 Card	Information	Controller	All Controllers			
🕒 Ever	nt Record	Alarm Type	All Types			
	m Record	Starting Time	e 2011-12-07 00:00			
	-time Monitor Event -time Monitor Alarm	End Time	2011-12-07 23:59			
	em Log					

### Filter settings

To display information about the alarm in the system, click on the magnifying glass icon.

In the window below the filter fields are displayed. The default settings generate reports concern all alarms.

If we are interested only selected group of alarms, we need to change the filters. <u>Filters</u>

Controller - select controller from a list.

Alarm type - select the type of alarm from the list.

Start / End range - set the calendar date of the beginning and end of report.

After setting the filter and click on the magnifying glass icon in the right window displays a list of alarms that meet the criteria of your filters. Each line of the list involves a single alarm and contains data in the columns of the table set. The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.

Yes, you can export the generated list as an Excel file by clicking on the icon.

	<b> </b> ¢	¢	$\Rightarrow$	
Exp	ort a	- Is Exi	el "	

	A	В	С	D	E
1	Nr	Typ alarmu	Data i czas	Kontroler	Źródło alarmu
2	1	Drzwi sforsowane otwarte	2010-10-08 15:29:34	KASA 1	KASA
	2	Drzwi sforsowane zamknięte	2010-10-08 15:29:37	KASA 1	KASA
	3	Drzwi sforsowane otwarte	2010-10-11 15:01:51	KASA 1	KASA
	4	Drzwi sforsowane zamknięte	2010-10-11 15:01:59	KASA 1	KASA
	5	Drzwi sforsowane otwarte	2010-10-11 15:13:24	KASA 1	KASA
- 7	6	Drzwi sforsowane zamknięte	2010-10-11 15:13:25	KASA 1	KASA
8	7	Drzwi sforsowane otwarte	2010-10-14 09:09:10	KASA 1	KASA
	8	Drzwi sforsowane zamknięte	2010-10-14 09:09:11	KASA 1	KASA
	9	Drzwi sforsowane otwarte	2010-10-14 09:11:05	KASA 1	KASA
	10	Drzwi sforsowane zamknięte	2010-10-14 09:11:10	KASA 1	KASA
12		Drzwi sforsowane otwarte	2010-10-19 11:13:05	KASA 1	KASA
	12	Drzwi sforsowane zamknięte	2010-10-19 11:13:10	KASA 1	KASA
14	13	Alarm z linii dozorowej - start	2010-10-19 11:55:29	KASA 1	Lin. doz 1 - Tamper
15	14	Alarm z linii dozorowej - stop	2010-10-19 11:55:29	KASA 1	Lin. doz 1 - Tamper
16	15	Alarm z linii dozorowej - start	2010-10-19 11:55:33	KASA 1	Lin. doz 1 - Tamper

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You can also print it using the print option in the *General* tab.

4A I I	Holding Sp. z o.o.			Alarmy
Nr.	Typ alarmu	Data i czas	Kontroler	Źródło alarmu
1	Drzwi sforsowane otwart	2010-10-08 15:29:34	KASA 1	KASA
2	Drzwi sforsowane zamknięt	2010-10-08 15:29:37	KASA 1	KASA
3	Drzwi sforsowane otwarte	2010-10-11 15:01:51	KASA 1	KASA
4	Drzwi sforsowane zamknięt	2010-10-11 15:01:59	KASA 1	KASA
5	Drzwi sforsowane otwarte	2010-10-11 15:13:24	KASA 1	KASA
6	Drzwi sforsowane zamknięt	2010-10-11 15:13:25	KASA 1	KASA
7	Drzwi sforsowane otwarte	2010-10-14 09:09:10	KASA 1	KASA
8	Drzwi sforsowane zamknięt	2010-10-14 09:09:11	KASA 1	KASA
9	Drzwi sforsowane otwarte	2010-10-14 09:11:05	KASA 1	KASA
10	Drzwi sforsowane zamknięt	2010-10-14 09:11:10	KASA 1	KASA
11	Drzwi sforsowane otwarte	2010-10-19 11:13:05	KASA 1	KASA
12	Drzwi sforsowane zamknięt	2010-10-19 11:13:10	KASA 1	KASA
13	Alarm z linii dozorowej - start	2010-10-19 11:55:29	KASA 1	Lin. doz 1 - Tampe

# 5.7 "On-line" monitoring events report

🖹 🔕 😻 🖪 💷 🔟 🖉	🗳 🛅   🖤 🌳 🚽										•
	mation Query										
	Real-time Monitor Event	×		🔀    + += +	1	4 Dage 1/1 Page(s)					
ntroller Information or Information	21 × Q Q		No.	Event Type	Card N	Employ Time	Contr	rol Doo	Reader	Video	
ployee Information	Query Condition		1	Invalid PIN	Corona	2018-04-10 1			ricouci	1804101156169	
rd Information	Department	All Departments	2	Invalid PIN		2018-04-10 1				180410115733A	
ent Record	Name		3	Invalid PIN		2018-04-10 1				1804101157428	
rm Record al-time Monitor Event	Reader	All Readers	4	Open Door b		2018-04-10 1	1:			180410115902C	
al-time Monitor Alarm	Event Type	All Types	5	Invalid PIN		2018-04-10 1	2:			180410120016D	
al-time Monitor Alarm stem Log	Starting Time	2000-04-16 00:00	6	Open Door b		2018-04-10 1	2:			180410120020E	
or of Employee Information	End Time	2018-04-16 23:59	7	Access denie	1182900	2018-04-10 1	2:			180410120136F	
ployee of Door Information			8	Invalid PIN		2018-04-10 1				1804101201591	
			9	Invalid PIN		2018-04-10 1				1804101202082	
			10	Invalid PIN		2018-04-10 1				1804101202183	
			11	Access denie	1182900					1804101202314	
			12	Access denie	1182900					1804101202395	
			13	Access denie	15747	2018-04-10 1				1804101202576	
			14	Access denie Access denie	4174213	2018-04-10 1 2018-04-10 1				1804101203087 1804101255381	
			16	Access denie	7348421					1804101255381	
			17	Access denie	41786	2018-04-10 1 2018-04-10 1				18041012553432	
			18	Invalid PIN	41/00	2018-04-10 1 2018-04-10 1				1804101257034	
			19	Invalid PIN		2018-04-10 1				1804101257285	
			20	Invalid PIN		2018-04-10 1				1804101257406	
			21	Access denie	41786	2018.04					
			22	Invalid PIN		2018-04 Video	playback				
			23	Invalid PIN		2018-04	A CONTRACTOR	( Breed	The Works	and the second	Contraction of the local division of the
	Dynamic Help	×	24	Invalid PIN		2018-04	10/04/20	18 12:0	1:19		
	← ⇒   ②		25	Invalid PIN		2018-04					
	Query Result		26	Invalid PIN		2018-04		1. 250	BUNE -		
	Query Result		27	Invalid PIN		2018-04			ALX P		
		played in this window. User can	28	Invalid PIN		2018-04		140.00			
	change page number by	"Page Tools".	29	Invalid PIN		2018-04		11 1 1			
	When the result is displa	yed in the window, user can print it	30 31	Invalid PIN Invalid PIN		2018-04 2018-04		1.1.2	116	-	
		"Print" or export the result into	32	Invalid PIN		2018-04	AN ANY	11. 120	10130		C Contraction
	Excel file by "Export as e		33	Invalid PIN		2018-04					
			34	Invalid PIN		2018-04	1 Martin	Cast 1	140		
		er by dragging and moving the	35	Invalid PIN		2018-04	- 18 10 1	0.4/4			CON!
		columns by right-clicking the column ction. All these changes can be	36	Invalid PIN		2018-04	ALL DAY	2 18 16	and the second	0	ONE
		formation please refer to "Page	37	Invalid PIN		2018-04	Martin	1 240 18	<u></u>	HT I	All and a second se
	Setup"		38	Invalid PIN		2018-04	and the second	1 11 16	A Street	1/1/1	18810 L 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
			39	Invalid PIN		2018-04	and the	100		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	www.weith
	Toolbar Button Instructi		40	Invalid PIN		2018-04		100	1000 LAN		
	Export as Excel File		41	Invalid PIN		2018-04	The second	Le La			
	Current result page expo	orted as an Excel file.	42	Invalid PIN		2018-04		1- Dat	1311	and California and California	
			43	Invalid PIN		2018-04	1 25 65	10/25		States did	
	Page Tools		44	Invalid PIN		2018-04		-			
		hange and display current page and per. Please go to "Page Tool	45	Invalid PIN		2018-04			Carter .	The second se	
	Instruction" Acquire more		46	Invalid PIN		2018-04					
			47	Invalid PIN Invalid PIN		2018-04 2018-04-10 1	-			1804101305454	

## 5.8 "On-line" monitoring alarms report

会 👗 😻 🖻 🚺 🗹 🖡	🐷   🔄 🛅   🔷 🔶 🧼 👘								
Real-time Monitor Info	ormation Query								
ry	Real-time Monitor Alarm	×			)   1 🥔 🗋 Pa	age 1/1 Page	(s)		
Controller Information	30 21   ∞   Q		No.	Alarm Type	Time		Alarm So	Video	
oor Information	Query Condition				2018-04-10 11:32	Controller	Alarin 50	1804101132311	
Card Information		ontrollers	2		2018-04-10 11:32			1804101132352	
vent Record	Alarm Type All Ty	pes	3		2018-04-10 11:32			1804101132383	
larm Record	Starting Time 2000	0-04-16 00:00	4		2018-04-10 11:32			1804101132404	
eal-time Monitor Event eal-time Monitor Alarm	End Time 2018	3-04-16 23:59	5		2018-04-10 11:34				
eal-time Monitor Alarm			6	Input retur	2018-04-10 11:34				
oor of Employee Information			7	Input in alarm	2018-04-10 11:34				
mployee of Door Information			8	Input retur	2018-04-10 11:34				
			9	Input retur	2018-04-10 11:34				
			10	Input in alarm	2018-04-10 11:34				
			11		2018-04-10 11:34				
			12	Input retur					
			13		2018-04-10 11:34				
			14	Input retur	2018-04-10 11:34				
			15		2018-04-10 11:34				
			16 17	Input retur Door forced	2018-04-10 11:34 2018-04-10 11:43			1804101143015	
			18		2018-04-10 11:43			1804101143015	
			19		2018-04-10 11:54			1804101154207	
			20		2018-04-10 11:54			1804101154228	
			21		2018-04-10 13:37			1804101337212	
			22		2018-04-10 13:37			1804101337223	
			23	Door forced	2018-04-10 13:37			1804101337234	
	Dynamic Help	×	24	Door forced	2018-04-10 13:37			1804101337255	
	← →   ②		25		2018-04-10 13:37				
	Query Result		26		2018-04-10 13:37				
	Query Result		27		2018-04-10 13:37				
	All the results will be displayed in th		28		2018-04-10 13:37				
	change page number by "Page Tool	<u>s</u> ".	29		2018-04-10 14:50			1804101450 Video p	olayback a
	When the result is displayed in the		30		2018-04-10 14:50			1804101450	and the second se
	by software "Platform" -> "Print" or		31 32		2018-04-10 14:51 2018-04-10 14:51			1804101451	5/01/2015 13:22:44
	Excel file by "Export as excel" tool in		33		2018-04-10 14:51			1804131238	
			34		2018-04-13 12:40			1804131240	
	User can change list order by dragg		35		2018-04-13 12:40			1804131240	
	items; or hide or display columns by and selecting related function. All th		36		2018-04-13 12:40			1804131240	
	done in printing. More information p		37		2018-04-13 12:40			1804131240	
	Setup"	rease relation raye	38		2018-04-13 12:40			1804131240	Augusta Augusta
			39		2018-04-13 12:40			1804131240	
	Toolbar Button Instruction		40	Door forced	2018-04-13 12:49			1804131249	
	Export as Excel File		41		2018-04-13 12:49			1804131249	
	Current result page exported as an	Excel file.	42		2018-04-13 12:49			1804131249	weap gat pl
			43	Door forced	2018-04-13 12:49			1804131249	
	Page Tools Page tools are used to change and setup page display number. Please Instruction <sup>®</sup> Acquire more detailed in	go to "Page Tool							

<u>Filter settings</u> - analogical as all events/alarms report filter settings. If access control system is integrated with CCTV system through NVR, after click on selected event, there is an image with ahead of 5 seconds time displayed in Video playback window from camera assigned to AC system element. Due to this ahead time you can see what happened before event - e.g. how this came to door forcing.

## 5.9 System logs

Setup	Real-time Monitor	Reports							
🖃 🔍 Reports		System Log	×		<b>X</b>   • ← → →   1	🥔 📄 🖓 Page 1,	/1 Page(s)		
	i Door Information	2↓   ≫   Q		No.	Time	Username	Detailed Information		
		🗉 Query Conditi	on	1	2011-12-07 19:01:37	Administrator	Logon system		
	d Information	Username	All users	All users	2	2011-12-06 22:16:20	Administrator	Exit system	
	nt Record	Starting Time	2011-12-01 00:00	3	2011-12-06 21:25:36	Administrator	Logon system		
	m Record				-	4	2011-12-06 21:25:34	Administrator	Exit system
		End Time	2011-12-07 23:59	5	2011-12-06 21:20:55	Administrator	Real-time monitor stopped		
	-time Monitor Event			6	2011-12-06 21:20:55	Administrator	Real-time monitor started		
	-time Monitor Alarm			7	2011-12-06 21:20:53	Administrator	Real-time monitor stopped		
Syst	em Log			8	2011-12-06 21:20:53	Administrator	Real-time monitor started		
				9	2011-12-06 21:20:51	Administrator	Real-time monitor stopped		
				10	2011-12-06 21:20:51	Administrator	Real-time monitor started		
						A. J. A. A. A. A.			

### Filter settings

To view system log information, click the magnifying glass icon. The fields below show filter fields. The default filter settings will display information about all logs. If you are only interested in information about selected logs, you need to change the filter settings.

#### <u>Filters</u>

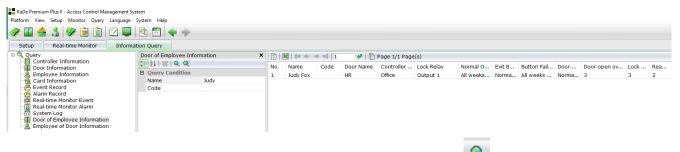
*Operator* - select an operator from the list

Start / End of range - set the start and end date of the calendar

After setting the filters and clicking on one of the magnifying glass icons in the right window a list of logs fulfilling the filter criteria is displayed. Each of the list rows refers to a single log and contains the data set in the columns of the table. We can browse the list using the tools for navigating the page described in the help file and sorting by clicking on the column.

You can export this list as an Excel file by clicking on the X icon or printing using the print option under the *General tab*.

### 5.10 Access for selected employee report



In Name field type full name (as in Employee tab) and click You can also type block of name - in this case click You can use employee code for filtering.

### 5.11 Access groups and employee's access to selected door report

KaDe Premium Plus II - Access Control Managemer	nt System														
Platform View Setup Monitor Query Langua	ge System Help														
🛷 🖬 🚖 🌡 😻 🖻 📋 🗹 🕻	🖉   🖻 🛅   🔶 🧼														
	rmation Query														
E-Q Query	Employee of Door In	formation	×			> ⇒∥  1	4 🛛	Page 1/	1 Page(s)						
Controller Information				No.	Name	Code	Departm	Card	Access	Fir	Dismis	Validity o	Ge	Birthday	Position
Employee Information					Judy Fox		Human R	4178	HR	No	No	Non-limit	Fe	2018-04	
Card Information	Door	Office-HR		48	Miranda		Human R	5190	HR	No	No	Non-limit	Male	2018-04	
Event Record				1	Ada				Admini	No	No	Non-limit	Male	2018-04	
Alarm Record				2	Adam				Admini	No	No	Non-limit	Male	2018-04	
Real-time Monitor Event				3	Adam S		Access C	2621	Admini	No	No	Non-limit	Male	2018-04	
System Log				4	BABKIE		PRP - PA	1602	Admini	No	No	Non-limit	Male	2000-01	Operator M
Door of Employee Information	Door of Employee Information						PRP - Qbo	1602	Admini	No	No	Non-limit	Male	2000-01	Operator M
Employee of Door Information				6	BAŃKA P		BIURO	1781	Admini	No	No	Non-limit	Male	2000-01	Kierownik P
				7	BARTCZ		PRP - RO	1602	Admini	No	No	Non-limit	Male	2000-01	Operator M

#### σ× KaDe Premium Plus II - Attendance Management System Platform View Management Query Language System Help 🖻 🤌 👗 🍯 🍙 🔔 🖩 🔚 🖪 🍳 🛅 🔶 🄶 KaDe Management Time and Attendance Reports Communication Setup Communication Setup Serial Port Hardware Management Controller Controller Controller Controller Controller Card Record Upload Employee Management Department Rule Management Rule Management **Communication Setup** To setup communication parameter between access controller or integrated access controller and computer. Serial Port To setup computer serial port communication rate. To acquire more serial port setup information Attendance Rule **Converter** When access controller or integrated access controller connect with computer by 232/485 convert TCP/IP converter, please setup converter 🍝 Shift 🙀 Official Holiday IP address, subnet mask and gateway Official Holiday Attendance Management Leave Register Overtime Register Add Missed Card Record Attendance Count To acquire more converter setup informatoin Metwork Controller To setup network controller IP address, subnet mask and gateway. To acquire more network controller setup information Further Query Controller Setup NUM Current User: Administrator

**Chapter 6 Time and Attendance** 

This option is based on the same readers for time and attendance and for access control system. It is very easy and very cheap solution, for generating the T&A reports.

Selecting this item displays a screen with two tabs:

- Configuration of T&A
- T & A Reports

In the process of configuring an administrator can perform the following steps: - Set the T&A mode - simple or advanced

- Determine which readers in the system are taken into account in the T&A calculation

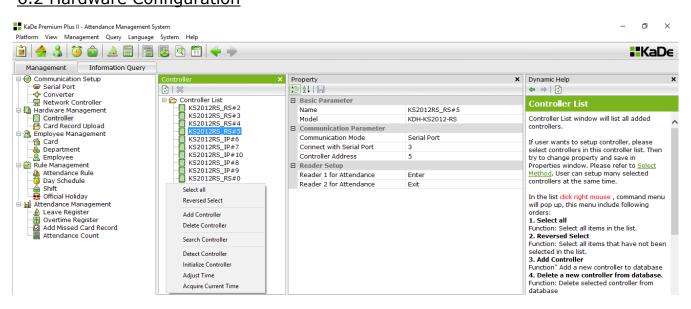
- Establish rules of operation for T&A

- Define work schedules and timetables for the various groups of employees

The configuration of the system and send the data should be carried out in the AC section. Then administrator should switch to the T&A section and assigned readers for T&A (controller menu), define rules for T&A, schedules and shifts, which then must be assigned to individual employees.

## 6.1 Communication setup

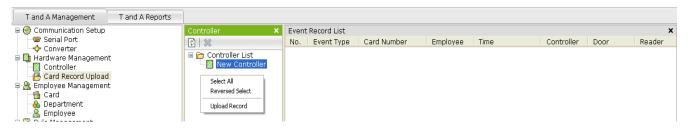
# These options are repeated from AC section - description, see page 22 and 23 of this manual. 6.2 Hardware Configuration



## 6.2.1 Controller Setup

Setup displays the parameters of the controller configured in the AC section. Use this window to set options in the *Setup reader*. For each of the readers, we can set the value of YES or NO. Setting to YES will cause the events Legal card generated by the reader will be considered as valid registrations in the process of calculating the employee's T&A.

## 6.2.2 Card record upload



Using the context menu should be performed upload employee's registration from all or selected controllers. This operation should be performed before T&A calculation, otherwise the event will not be included in the report. Only events from the readers with *T&A Reader* option set to YES will be taken into account in T&A calculating.

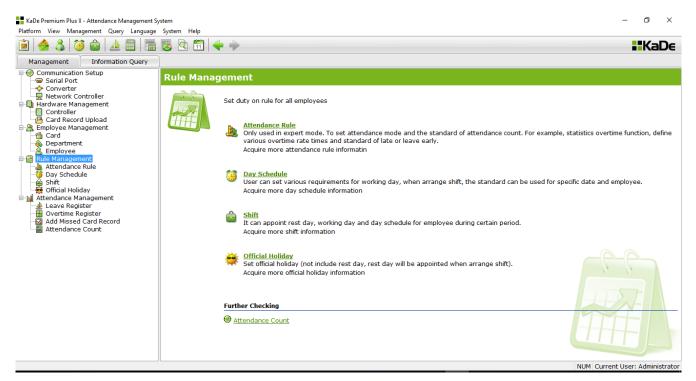
## 6.3 Employee management

Platform View Management Query Language					KaD	F
Management Information Query						-
Communication Setup     Serial Port     Converter	Employee           ▼	× Property		×	Dynamic Help ← ⇒   ⊉	×
Network Controller	All Page 1/1 Page(s)	Basic Parameter			Employee List	
Hardware Management Hardware Management Card Record Upload  Card Card Card Card Record Upload  Rule Management Lue Management Lue Management Shift Gofficial Holiday	Employee List A Jane Brown A John Smith A Tom White	Name Code Department Gender Date of Birth Position Education Telephone No. Family Address Remark	John Smith Male 2000-01-01		Employee list window will display all added employees. User can change page number by " <u>Page Tools</u> ". If user wants to setup employee, please select one or more employees in the list. Then try to change property and save in Properties window. Please refer to <u>Select</u> <u>Method</u> . User can setup many selected employees at the same time.	^
Attendance Management		Card Number Access Code Additional Informatic Email address Car number Phone number Remark	6008775 john.smith@aat.pl WN 7778F 22 546 0546 Start work in 1996		Put mouse icon on the list and right click the command menu will pop up, which includes following orders: <b>1. Select all</b> Function: Select all items in the list. <b>2. Reversed Select</b> Function: Select all items that have not been selected in the list.	Ides

These options are repeated from section AC - description, see page 36 - 41 of this manual.

Options *Cards* and *Departments* are identical with described in section KD. User form in this window does not include items related to the functions of AC.

## 6.4 Rule for management



Management rules allow:

- T&A mode setting
- Define schedules and timetables for T&A
- Defining holidays (if not defined in AC section)

## 6.4.1 Attendance Rule

<u> </u>			<b>::</b> KaDe		
Management Information Quer	у				
Communication Setup     Serial Port	Attendance Rules	× Dynamic Help			
			← ⇒   🚯		
Retwork Controller	Basic Parameter		Attendance Rule		
Hardware Management	Attendance Mode	Complex Attendance	Attenuance Kule		
Controller	The Length of Valid Overtime (Minute)	5	Attendance rule can manage total rules of		
Card Record Upload	Late / Leave Early Parameter		attendance. Such as set attendance mode,		
😤 Employee Management	Limited Time for Late arrival/ Leave Early	10	employee late, exceptional late, leave early,		
- 🔥 Department	Limited Time for exceptional Late arrival / Leave early	20	exceptional leave early, absenteeism, open/close overtime times rate for overtime		
& Employee	Limited Time for absenteeism (Minute)	30	statistics and set, rest day, working day.		
Rule Management	Calculate time of absenteeism by shift	Actual Time			
Attendance Rule	Calculate time of Absenteeism by time	Actual Time	Attendance rule is very important for selecting		
Day Schedule	The default length of timed absenteeism (Minute)	400	time segment on attendance function, in/out		
Shift Shift Official Holiday	Overtime Parameter		present card.		
Attendance Management	Working Day Statistics Overtime	Yes	To find out detailed information of any item		
Leave Register	Working Day Overtime Times Rate	1.5	the window, please click the item.		
	Rest Day Statistics Overtime	Yes			
	Rest Day Statistics Overtime Times Rate	2.0			
Attendance Count	Official Holiday Statistics Overtime	Yes			
	Official Holiday Statistics Overtime Times Rate	3.0			
	Task Report				

In this window you can set the T&A mode and its parameters.

### T&A simple mode

Operates on the principle of counting time between the first and last use of the card in the reader declared as T&A reader, during one shift or the day. In the simplest case this may be one integrated controller KZ-1000 (Lite version). In this mode, the calculating time concern one calendar day and work-time can't pass through the north. There is also no possibility of automatic billing overtime. Work schedules may be timed (irregular working hours) or shift. Readers declared as T&A can simultaneously operate as an access control system components.

### T&A Advanced Mode

Operates on the principle of counting time between using a card in the reader declared as T&A ENTRY and using in the reader declared as T&A EXIT. In this mode, two readers must be use and it can't be used in access control system. In this mode, the settling time can be done during one calendar day and time can pass through the north. It is the possibility of automatic billing overtime.

In both modes, operator can manually add the missing registration (for example, when someone forgot the card). Due to the lack of a terminal with function keys registration leave during shift is done manually by the administrator.

#### **T&A simple mode - parameters**

Timeout for lateness / early exit - set in the right field value indicates that the

At	tendance Rules	×	
	<b>₹↓</b>   <b></b>		
Ξ	Basic Parameter		
	Attendance Mode*	Simple Attendance	
Ξ	Late / Leave Early Parameter		
	Limited Time for Late arrival/ Leave Early	10	
	Limited Time for exceptional Late arrival / Lea	20	
	Limited Time for absenteeism (Minute)	30	
	Calculate time of absenteeism by shift	Actual Time	
Ξ	Overtime Parameter		
	Working Day Statistics Overtime*	No	
	Rest Day Statistics Overtime*	No	
	Official Holiday Statistics Overtime*	No	

employee can come to 10 minutes (in this case) later than planned start time of a job or leave to 10 minutes earlier than the planned end time of work and will not be recorded late or early leave. He will have noticed a complete shift. If we do not allow such a situation value "0" should be set.

<u>Timeout for lateness / early exit</u> - exceptions - set in the right field value indicates that the employee can come to 20 minutes (in this case) later than planned start time of a job or leave to 20 minutes earlier than scheduled end time job. If registered late entrance or early exit is greater than the permissible limit in the box above, the employee will be late or early recorded. If we do not allow such a situation value "0" should be set.

<u>Timeout on the status of absence</u> - set in the right field value indicates that the employee can come to 30 minutes (in this case) later than the scheduled start time of a job or leave up to 30 minutes earlier than the scheduled time of completion of work, to be counted an incomplete shift. Exceeding this time will assigned him this day as absence. If we do not allow such a situation value "0" should be set.

<u>Calculation of absence for the shift mode</u> - we have two possibilities for selection: according to current, registered time In / Out (deducted the sum of the times: lateness and early departure) or as a whole shift. This value calculation process will be deducted from the planned time.

Shift mode means that the employee is assigned a specific schedule of working hours for each day.

### **T&A Advanced mode - parameters**

At	tendance Rules	×		
	2↓   ⊨			
⊡	Basic Parameter			
	Attendance Mode	Complex Attendance		
	The Length of Valid Overtime (Minute)	5		
$\square$	Late / Leave Early Parameter			
	Limited Time for Late arrival/ Leave Early	10		
	Limited Time for exceptional Late arrival / Lea	20		
	Limited Time for absenteeism (Minute)	30		
	Calculate time of absenteeism by shift	Actual Time		
	Calculate time of Absenteeism by time	Actual Time		
	The default length of timed absenteeism (Min	480		
⊟	Overtime Parameter			
	Working Day Statistics Overtime	Yes		
	Working Day Overtime Times Rate	1.5		
	Rest Day Statistics Overtime	Yes		
	Rest Day Statistics Overtime Times Rate	2.5		
	Official Holiday Statistics Overtime	Yes		
	Official Holiday Statistics Overtime Times Rate	3.5		

<u>The minimum time for the calculation of overtime (min)</u> - set in the right field value indicates that the employee had accrued overtime, worked beyond the scheduled time of the shift, and must be equal to / greater than this number.

<u>Timeout for lateness / early exit</u> - exceptions - set in the right field value indicates that the employee can come to 20 minutes (in this case) later than planned start time of a job or leave to 20 minutes earlier than scheduled end time job. If registered late entrance or early exit is greater than the permissible limit in the box above, the employee will be late or early recorded. If we do not allow such a situation value "0" should be set.

<u>Timeout for lateness / early exit</u> - exceptions - set in the right field value indicates that the employee can come to 20 minutes (in this case) later than planned start time of a job or leave to 20 minutes earlier than scheduled end time. If registered late entrance or early exit is greater than the permissible limit in the box above, the employee will be late or early recorded. If we do not allow such a situation value "0" should be set.

<u>Timeout on the status of absence</u> - set in the right field value indicates that the employee can come to 30 minutes (in this case) later than the scheduled start time of a job or leave up to 30 minutes earlier than the scheduled time of completion of work, to be counted an incomplete shift. Exceeding this time will assigned him this day as absence. If we do not allow such a situation value "0" should be set.

<u>Calculation of absence for the shift mode</u> - we have two possibilities for selection: according to current, registered time In / Out (deducted the sum of the times: lateness and early departure) or as a whole shift. This value calculation process will be deducted from the planned time.

Shift mode means that the employee is assigned a specific schedule of working hours for each day.

<u>Calculation of time of absence for timed mode</u> - we have two possibilities for selection: according to current, registered time In / Out (subtracted the total time delay: and early leave) or as a whole shift. This value calculation process will be deducted from the planned time.

Timer mode means that the employee is required to be worked within a given day a certain amount of hours in any period of time.

<u>The default time for the calculation of absence for temporary mode</u> - set in the right box value is used in the calculation of the T&A.

<u>Calculation of overtime in the days in the timed mode</u> - set to YES will cause that during normal work day (with an assigned schedule) can be calculated an over-time.

<u>Times rate for the calculation an overtime during the day with assigned schedule</u> - set value is used in the calculation an overtime.

<u>Calculation overtime for days without a schedule</u> - set to YES will cause that in non-working days (without an assigned schedule) can be calculated an overtime.

<u>Times rate for calculate overtime for days without a schedule</u> - set value is used in the calculation an overtime.

<u>Calculation of overtime on public holidays</u> - set to YES will cause that in public holidays (but without an assigned schedule) can be calculated overtime.

<u>Times rate for calculation of overtime on public holidays</u> - set value is used in the calculation of overtime.

### 6.4.2 Schedules

T&A schedules specify the hours in which employees can register entry/exit and a nominal daily working time. Schedules parameters for simple and advanced mode are different.

## T&A simple mode

Pt	roperty	×	
	Basic Parameter		
	Name*	New Schedule	
	Valid Start Time of Presenti	00:00	
	Valid End Time of Presentin	23:59	
	Shift Parameter		
	The Number of Shift*	4	
	The time of duty on for Shif	09:00	
	The time of duty of for Shift	12:00	
	The time of duty on for Shif	14:00	
	The time of duty of for Shift	18:00	
	The time of duty on for Shif	20:00	
	The time of duty of for Shift	22:00	
	The time of duty on for Shif	23:00	
	The time of duty of for Shift	25:00	
		Basic Parameter Name* Valid Start Time of Presenti Valid End Time of Presentin Valid End Time of Presentin Fine Number of Shift* The Number of Shift* The time of duty on for Shift The time of duty on for Shift The time of duty on for Shift The time of duty of for Shift	

In the "simple T&A" are only available shift schedules.

<u>Name</u> - the field to enter the name of the schedule.

<u>Start / End of valid registration</u> - you must insert the time interval in which registrations will be taken into account to calculate the T&A. It could also be all day as in the example above.

<u>The number of shift</u> - because the system allows the settlement of multi-shift operation in this field, you can set a number of shifts from 1 to 4

Start of shift x / End of shift x - field for entering the start and end time for each shift. End of the shift and the beginning of the next can't overlap - see the example above.

<u>Right-click menu</u> - allows you to add new schedules and remove already defined. It also allows you to quickly select all items on the list of schedules. Selected items can be selected by holding the CTRL key and clicking on selected items.

## T&A Advanced Mode

In advanced mode, we have to choose two types of schedules:

- shift the same as in simple mode
- timed this type of schedule have not shifts and allows the employee to work at all times during the day, but you can set a minimum daily working hours

# Advanced Mode - shift schedules

Day Schedule	×P	roperty	×					
1								
🖃 🗁 All Day Schedule	E	Basic Parameter	Basic Parameter					
New Schedule		Name*	New Schedule					
		Туре*	Shift System					
		Valid Start Time of Presenting Card*	00:00					
		Valid End Time of Presenting Card*	47:59					
Select All Reversed Select		Statistics Overtime*	No					
		Statistics Overtime for Working in Advance	No					
		Overtime Limited for Working in Advance a	30					
Add Day Schedule	E	Shift Parameter						
Delete Day Schedule		The Number of Shift*	4					
		The time of duty on for Shift 1*	09:00					
		The time of duty of for Shift 1*	12:00					
		The time of duty on for Shift 2*	14:00					
		The time of duty of for Shift 2*	18:00					
		The time of duty on for Shift 3*	20:00					
		The time of duty of for Shift 3*	22:00					
		The time of duty on for Shift 4*	23:00					
		The time of duty of for Shift 4*	25:00					

<u>Name</u> - the field to enter the name of the schedule.

<u>Type</u> - This field can set the type of schedule: "Shift schedule" or "Timed schedule". In the "simple T&A" mode are only available "shift schedules".

<u>Beginning / end of valid registration</u> - you must insert the time interval in which registrations will be taken into account to calculate the T&A. It could also be all day as in the example above.

<u>Statistics overtime</u> - this setting determines whether they will be charged overtime to employees who will be assigned to this schedule. In the case of shift schedules, overtime hours are calculated only after completing the minimum time and crossing time for the calculation of daily overtime. In the case of timed schedules overtime will be charged only when you set the minimum working day.

<u>Calculation of overtime for the earlier entry and latest leave</u> - at work occur both earlier entry and later exit. This setting determines whether this situation will be treated as overtime.

<u>The maximum time for overtime hours earlier entry or later leave</u> - if field above is set to "Yes" to this line, you can set a time limit (in minutes) of daily values of overtime for these situations.

# Advanced Mode - timed schedules

Day Schedule	× P	roperty	×				
🖻 📴 All Day Schedule	Ξ	Basic Parameter					
😳 New Schedule		Name	New Schedule				
		Туре	Timed System				
		Valid Start Time of Presenti	00:00				
		Valid End Time of Presentin	23:59				
		Enable the Latest Time of	No				
		The Latest Time of Duty on	10:00				
		Enable the Minumum Lengt	No				
		Minumum Length of Duty o	480				
		Statistics Overtime	No				

<u>Name</u> - the field to enter the name of the schedule.

<u>Type</u> - in this field we can set the type of schedule: "Shift schedule" or "Timed schedule". In the "simple RCP" are only available shift schedules.

<u>Beginning / end of valid registration</u> - you must insert the time interval in which registrations will be taken into account to calculate T&A. It could also be all day as in the example above.

<u>Time limit for entry</u> - if this field is set to YES then the employee must register at the latest entry at this time. Otherwise, it will be recorded as being late or absent from according the other settings in the "T&A rules."

<u>End entry register</u> - enter the hour, which indicates the end of time to register the entry to work. When this option is enabled the employee should register at the latest entry at this time, otherwise you will be registered late or absent according to the settings in the "T&A rules"

<u>Enable the minimum daily working time</u> - when this option is set to "Yes" then the employee must have worked at least set the time in the field below. Otherwise, in the calculation of the T&A will be inserted absence.

<u>The daily minimum working time</u> - when this option in the box above is set to "Yes" then the employee must have worked at least in this box set time. Otherwise, in the calculation of the T&A will be inserted absence.

<u>The minimum daily working time</u> - when this option is set to "Yes" then the employee must have worked at least in this box set time. Otherwise, in the calculation of the T&A will be inserted absence.

<u>Statistics overtime</u> - this setting determines whether they will be charged overtime to employees who will be assigned to this schedule. In the case of shift schedules, overtime hours are calculated only after completing the minimum time and crossing time for the calculation of daily overtime.

# 6.4.3 Shifts

Employee 🗙	Property			Shift						×		
	1			← → 📙 💥								
📲 1 🛃 🛃 Pagi				2011 - 12								
🗉 🛅 Employee List	Shift Mode		Ordinary Sche	Sunday	Monday	Tuesday	Wednesda	Thursday	Friday	Saturday		
🖳 🔏 New Employee	Start Date		2011-12-01					1	2	3		
End Da			2011-12-31									
	Shift Perio	d	7						,			
	Period Unit Day		4	5 *	6*	7*	8 *	9*	10			
		Day Schedule			New Sc	New Sc	New Sc	New Sc	New Sche	dule		
						11	12	13	14	15	16	17
		Select	All									
			Reversed Select		19	20	21	22	23	24		
	Ordinary Scheduled Shif Batch Scheduled Shift		ft	26	27	28	29	30	31			

This window allows operator to assign employee predefined schedules for weekdays. Days that do not have an assigned schedule are called "days without a schedule." Overtime on such days may be charged by another times rate. The schedule can be assigned independently for each day. If the schedule is repeated on a weekly basis is recommended to use the automatic assignment schedules.

The window contains three parts: a list of employees, a list of schedules and a calendar. The instruction is as follows:

- from the right-click menu select how to assign schedules: manual or automatic
- select the first letter of the employee (or group of employees)
- select the schedule that we want them to assign
- go into the calendar

#### Manually assigning schedules

In the *Shift* window displays a monthly calendar, which allows you to manually assign schedules for individual days. To assign a schedule for the day put mouse cursor on it and click the left mouse button. The schedule name appears in the day box. To remove an assigned schedule of the day, click on the right mouse button.

Similarly, assign schedules for the remaining days. Assign manually is laborious' Therefore it is used only when there is no cyclic work order.

## Automatic assignment schedules

If you select automatic assignment, become active fields above the list of schedules. Therefore, you must set:

- beginning and end of the period in which they are to be assigned schedules
- number of repetition periods usually 7 days (weekly cycle)
- repeating period usually days

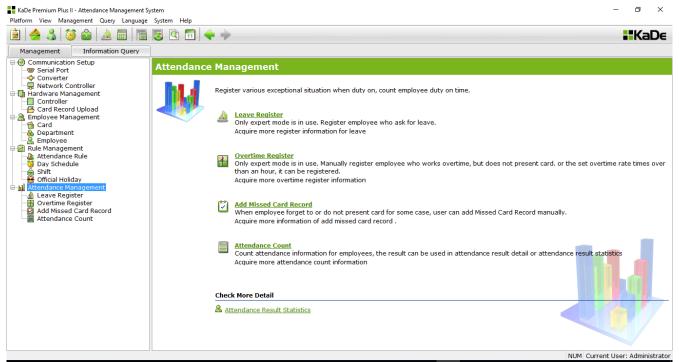
After making of settings and click in the calendar window light up the days of one cycle, e.g. 7 days of the first week of this month. Similarly, as in the case of manual mode, is attributable to the following schedule, highlighted days of the cycle - usually from Monday to Friday. When you click on the *Save* icon, close and reopen the windows scheduling, you can check now how the selected user is assigned schedules throughout the set period. The following months can be viewed by clicking on the green arrows on the top of the scheduling. In an analogous way operator can create schedules for all groups of employees. Only employees with assigned schedules will be included in the calculation and T&A reports.

# 6.4.4 Holidays

This option is repeated from section KD - description, see page 27 of this manual.

Official Holiday 🛛 🗙	Property		×
1	<b>2</b> ↓   <b></b>		
🖃 🗁 All Official Holiday	🗆 Parameter		
🛛 🙀 New Holiday	Name*	New Holiday	
Select All	Start Date*	2011-12-07	
Reversed Select	End Date*	2011-12-07	
Add Official Holiday	Remark*		
Delete Official Holiday			

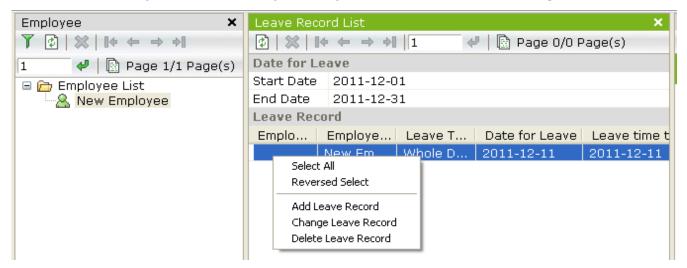
# 6.5 Attendance management



Attendance management section allows the system administrator to perform several operations related to the administration of the T&A system.

#### 6.5.1 Leave register

This option allows the system administrator manually adding leave at the request of the employee. In the current version of KaDe no specialized terminals with function keys, which usually allow you to select the status register, so the



administrator performs these operations using this option. Registrations are taken into account in the calculation of the T&A.

The right-click menu allows also operator change or deletes such records.

After selecting *Add leave record* during working hours, the following window will appear. Previously, the operator must select employee from the list.

A	dd Leave Record	
	Employee Num Employee Name*	New Employee
	Leave Type* Date for Leave*	Whole Day Leave 2011-12-11
	Leave time to*	2011-12-11
	Signature Pers Remark*	
		OK Cancel

Leave Type - choose one of three possibilities:

Whole Day Leave
Leave in Shift Day
Leave in Timed Day

In simple T&A mode are available only 2 first opportunities.

The form should be completed with the date and name of the operator. Depending on the type of leave it will be otherwise included in the T&A calculation. Add leave appears on the list in the main window.

# 6.5.2 Overtime register

Employee ×	Overtime R	ecord List		×				
$\boxed{\blacksquare} \Rightarrow \Rightarrow \Rightarrow [\blacksquare] \Rightarrow [\square] \to [\square] \cap$		• ⇔ ⇒ ⇒∥  1	🦊   🖹 Page O/O Page(s)					
1 🛹 🚽 🔯 Page 1/1 Page(s)	Overtime D	ate						
🖃 🗁 Employee List	Start Date	2011-12-01						
New Employee	End Date	2011-12-31						
	Overtime Record							
	Employee I	N Employee N	Overtime from	Overtime to				
		New Employee	2011-12-11 0	2011-12-11 2				
	Select							
	Rever	sed Select						
	Add O	vertime Record						
	Chang	e Overtime Record						
	Delete	Overtime Record						

This option allows the system administrator manually adding overtime. In the current version of KaDe no specialized terminals with function keys, which usually allow you to select the status register, so the administrator performs these operations using this option. Registrations are taken into account in the T&A calculation.

The context menu also allows operator change or deletes previously defined records.

After selecting *Add new record* for overtime will display the following screen. Previously, operator must select employee from the list.

Add Overtime Record					
			_		
	Employee Num				
	Employee Name*	New Employee			
	Overtime from*	2011-12-11 00:00			
	Overtime to*	2011-12-11 23:59			
	Length (Minute)*	1440			
	Times Rate for	2.0			
	Signature Pers				
	Remark*				
			_		
		OK Cancel			

In the form, please enter the start and end of the overtime and the name of the operator. After entering the data the program displays the overtime value for this entry. Added record will be included in the T&A calculation. Add overtime will appear on the list in the main window.

# 6.5.3 Missed card record register

Employee ×	Add Missed	Card Recor	d List		×			
▼ 🚯   💥   14 ← ⇒ →1	1 🕅 🕅		Page O/O Page(s)					
1 💜 📄 Page 1/1 Page(s)	Date of Pre	senting Ca	rd					
🖃 🛅 Employee List	Start Date	2011-12-0	1					
New Employee	End Date	2011-12-3	1					
	Add Missed Presenting Card Record							
	Emplo	Employe	Time of Misse	The Dire	Signatur			
	1	Vew Fm	2011-12-11 0	Enter				
		Select All	l l					
		Reversed S	Select					
		Add Missed	d Card Record					
		Change Mi	ssed Card Record					
		Delete Miss	sed Card Record					

This option allows the system administrator manually adding the missing registration (e.g. when an employee forgets the card or forget to register). Registrations are taken into account in the T&A calculation. The context menu also allows operator change or deletes previously defined records.

After selecting Add missed card record will display the following screen.

Previously, the operator must select employee from the list.

Add Missed Card Record						
	Employee Num Employee Name* Time of Missed The Direction fo Signature Pers Remark*	New Employee 2011-12-11 00:00 Enter Enter Exit	~			
		OK Cancel				

In a simple version of the T&A operator entered only the date and time of registration since the time in this mode is calculated using the 'first entry - last out ". In advanced mode, the operator should also choose the registration status - EN-TRY or EXIT. Added record will be included in the T&A calculation. Add the missing registrations will be listed in the main window.

# 6.5.4 Attendance count

Department		<ul> <li>Task Report         [12:47:22]: Attendance count completed.         [12:47:22]: Dealing with overtime register, please w     </li> </ul>	×
Time Range		[12:47:22] : Attendance count completed100%	alt
Start Date	2011-11-01	[12:47:22] : Start attendance count, please wait	
End Date 2011-11-30		[12:45:53] : Refresh department completed. [12:45:53] : Refreshing department list, please wait.	
Optional Dep	oartment		
🗆 🗁 Depart	ment / Department	Select All Reversed Select	
		Count All Emplyees Only Attendance Count Selected Department	

This option is used to calculate the working time using registrations during the given period. Calculation result is stored in the database system and can be use for generate the T&A report. If this operation is not carried out a detailed T&A report and the statistics will not contain any data.

Note: Before performing the calculation, the operator must assign the user to schedule for each day (or create a schedule), add the starting time of work, overtime and missing registrations. Only then T&A generated report will be correct.

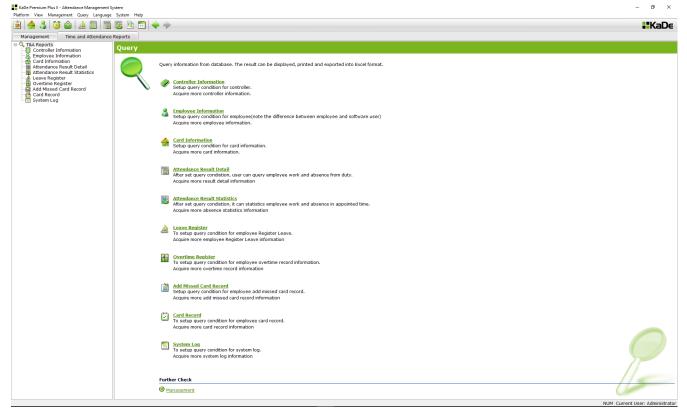
This window is used to set the period of calculation and choice of departments, which is a concern.

First, the operator must set the start and end of the calculation and then select one or more departments.

Then right-click in the window, should select from the context menu command "Count T&A calculation selected departments". You can also perform calculations for all employees.

Confirmation of an operation is a series of messages in the task window. After the calculation, you can go to the "T&A reports" tab.

# 6.6 T&A Reports



## 6.6 - 1, 2, 3 Reports concern controllers, employees and cards

These options are repeated from AC section - description, see page 53 - 57 of this manual.

Szczegółowy raport	RCP >	(ئ) ک	X   + +=	⇒ ♦ 1	🛃 🗟 Strona	a 1/1					
≌_ 2↓   ≫   ♀, ♀			Numer	Nazwisko	Numer karty	Data	Typ harmonogr	Status	Godz.r	Godz.z	Zareje
Ustawienia filtró	w	1	1001	ABACKI ADAM	6008775	2011-10-03	System zmiano		08:00	17:00	Brak re
Nazwisko		2	1001	ABACKI ADAM	6008775	2011-10-04	System zmiano		08:00	17:00	Brak re
Numer karty		3	1001	ABACKI ADAM	6008775	2011-10-05	System zmiano		08:00	17:00	Brak re
Dział	Wszystkie działy	4	1001	ABACKI ADAM	6008775	2011-10-06	System zmiano		08:00	17:00	Brak re
Data począt.	2011-10-01	5	1001	ABACKI ADAM	6008775	2011-10-07	System zmiano		08:00	17:00	Brak re
Data końc.	2011-10-18	6	1001	ABACKI ADAM	6008775	2011-10-10	System zmiano		08:00	17:00	Brak re
Status obecności	Wszystkie stany	7	1001	ABACKI ADAM	6008775	2011-10-11	System zmiano		08:00	17:00	13:04
		8	1001	ABACKI ADAM	6008775	2011-10-12	System zmiano		08:00	17:00	10:44
		9	1001	ABACKI ADAM	6008775	2011-10-13	System zmiano		08:00	17:00	Brak re
		10	1001	ABACKI ADAM	6008775	2011-10-14	System zmiano		08:00	17:00	07:52
		11	1001	ABACKI ADAM	6008775	2011-10-17	System zmiano	Wyjście	08:00	17:00	Brak re
		12	1001	ABACKI ADAM	6008775	2011-10-17	Bez zmiany				00:00
		13	1001	ABACKI ADAM	6008775	2011-10-18	System zmiano		08:00	17:00	08:00

#### 6.6.4 Attendance result detail

This option allows the system administrator to generate a detailed T&A report.

Before performing the report, perform the T&A calculation for the same period which is to T&A report.

#### Filter settings

To view the report click on the magnifying glass icon.

In the window below the filter fields are displayed. The default settings produce report concern all users.

If we are interested only selected group of users, we need to change the filters.

#### <u>Filters</u>

Name - enter the user name

If you do not remember whole name, you can write the part of the name but then in order to view the list, click on the icon



*Card Number* - enter the card number, the report will concern only one user *Department* - select a department from the list

Start / End range - set the calendar date of the beginning and end of the reporting period (the same as was use for T&A calculation).

After setting the filter and click on one of the magnifying glass icons in the right window displays T&A report meets the criteria set filters. Each line of the list involves a single event and presents the data set in the columns of the table. The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.

T&A report can be export as an Excel file by clicking on the icon

	<b> </b>  ¢	¢	$\Rightarrow$	
Ex	port a	- is Exi	cel "	

The report can also be print using the print option in the *General* tab.

The most important information contained in the T&A report:

- user name, card number
- assigned a schedule type
- starting and ending time of work according to schedule
- recorded hours of entry and exit
- time worked (in minutes)
- Absences
- Overtime
- information about late and earlier exit

Saved as \*.xls file report can be further processed in Excel or a source of data for human resource programs.

# 6.6.5 Attendance result statistics

Attendance Result	t Statistics 🛛 🗙				4 🖻					
🗄 21   💥   🔍 🤇	2	No.	Employe	Name	Card Nu	The tota	Lengt	Lengt	Length of The Ti	Le
🗉 Query Conditio	n									
Employee Na										
Employee Ca										
Department	All departments									
Start Date	2011-11-01									
End Date	2011-11-30									
Day Type	Statistics All									
Attendance	All Status									

This option allows the system administrator to generate T&A report, which contains T&A registration statistics. This means that each line of the report relates to one employee and includes a summary for each T&A parameters such as working time, absences, overtime, lateness and early leave for the whole set period.

Before performing the report, perform T&A calculation for the same period which would apply statistical T&A report.

Filter settings

To view the report click on the magnifying glass icon.

Filter settings are the same as in the case described in the previous section of T&A report.

Day type - choose the following filters:

Da	ау Туре	Statistics All 💽
At	tendance	Statistics All
		Timed Day and nonworkdays Shift Day and Nonworkdays Only Statistics Timed Day Only Statistics Working Day

Attendance status - choose the following filters:

Attendance Status	All Status 💌
	All Status
	Late
	Early Leave
	Absenteeism
	No presenting card
	Any fault
	Overtime

T&A statistics report can be export as an Excel file.

The report can also be print using the print option in the General tab.

# 6.6.6 Leave register report

Employe Name	Card Nu Lea	ave T Date for Leave	Leave time to	Delay to The

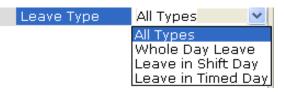
This option allows the system administrator to generate T&A report, which contains leave registration during the shift.

#### Filter settings

To view the report click on the magnifying glass icon.

Filter settings are the same as in the case described in the previous section of T&A report.

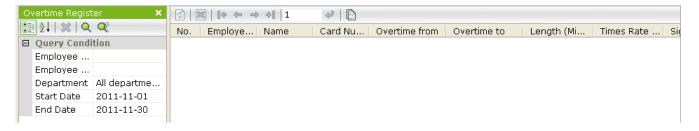
<u>Leave type</u> - choose the following filters:



T&A statistics report can be export as an Excel file. The report can also be print using the print option in the *General* tab.

#### 6.6.7 Overtime report

This option allows the system administrator to generate T&A report, which contains overtime registration.



#### Filter settings

To view the report click on the magnifying glass icon.

Filter settings are the same as in the case described in the previous section of the T&A report.

T&A statistics report can be export as an Excel file. The report can also be print using the print option in the *General* tab.

# 6.6.8 Missed card record

Add Missed Card			4   🖻	
🗄 ≵↓   🗶   🔍	Q	No. Employe Name	Card Nu Time of Miss	The Dire Signatur Remark
🗉 Query Condi	tion			
Employee				
Employee				
Department	All departments			
Start Date	2011-11-01			
End Date	2011-11-30			
chu Date	2011-11-30			

This option allows the system administrator to generate T/A report, which contains added by administrator missed card record.

<u>Filter settings</u>

To view the report click on the magnifying glass icon.

Filter settings are the same as in the case described in the previous section of the T&A report.

T&A statistics report can be export as an Excel file.

The report can also be print using the print option in the General tab.

#### 6.6.9 Card record

This option allows the system administrator to generate T&A report, which con-



tains information concern T&A events.

<u>Filter settings</u>

To view the report click on the magnifying glass icon.

Filter settings are the same as in the case described in the previous section of the T&A report.

T&A statistics report can be export as an Excel file. The report can also be print using the print option in the *General* tab.

# 6.6.10 System Logs

System Log ×		$   \bigotimes     \diamond \leftrightarrow \Rightarrow \Rightarrow     1$		🛹   🗟 Page	e 1/1 Page(s)
		No.	Time	Username	Detailed Information
🗉 Query Conditi	on	1	2011-12-11 12:47:22	Administrator	Attendance Count
Username	All users	2	2011-12-11 12:45:52	Administrator	Modify employee "New Employee"
Starting Time	2011-12-11 00	3	2011-12-11 12:45:40	Administrator	Add department "New Department"
-		4	2011-12-11 12:42:47	Administrator	Add missed card record for employee "N
End Time	2011-12-11 23	5	2011-12-11 12:40:18	Administrator	Add Overtime for employee "New Emplo
		6	2011-12-11 12:34:17	Administrator	Add Leave for employee "New Employee"
		7	2011-12-11 12:25:49	Administrator	Logon system

This option allows the system administrator to generate a report that contains system logs.

#### <u>Filter settings</u>

To view the report click on the magnifying glass icon. The report can be filtered by selecting a specific operator and period. The report is the same as in the AC section.

T&A statistics report can be export as an Excel file. The report can also be print using the print option in the *General* tab.

# Appendix no 1

#### THE FREE OF CHARGE LICENCE AGREEMENT To KaDe Premium Plus II software

AAT Holding S.A. ul. Puławska 431, 02-801Warszawa District Court for the capital city of Warsaw, XIII Business Department of the National Court Register KRS 0000552829, NIP 525-23-98-192, REGON 141047400, GIOŚ E0001894WBW Share capital: 40 000 000,00 zł

This license agreement is an agreement concluded by and between the user (hereinafter referred to as User) and AAT Holding S.A. with its registered office in Warsaw, ul. Puławska 431, 02-801 Warszawa, registered in the register of entrepreneurs kept by the District Court for the capital city of Warsaw, XIII Business Department of the National Court Register KRS 0000552829, tax identification number (NIP) 525-23-98-192, statistical identification number (REGON) 141047400, share capital: PLN 40 000 000, GIOŚ: E0001894WBW (hereinafter referred to as Developer or AAT) on free of charge, unlimited in time or in geographical scope using KaDe Premium Plus II software on terms as described below, in respect to purchasing AAT devices designed to cooperate with the software. The User acknowledges that the Agreement applies to all possibilities of using the KaDe Premium Plus II software, irrespective of the place or method of its installation.

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- 1.1. "Copyrights and Related Rights" shall mean all and any copyright and related right, including in particular copyrights, patent rights, rights to trademarks, as well as know-how and commercial secret, making up or related to the Software, being a property of the Developer. Copyrights and related rights shall be protected in particular by the Act of 4 February 1994 on copyrights and related rights (Journal of Laws of 1994 No. 24 item 83 as amended). The Agreement shall not transfer or grant copyrights and related rights to the User. The User shall be authorized only to use the Software within the scope set forth by the Agreement.
- 1.2. "Agreement" shall mean this license agreement, which the User has concluded with the Developer in order to have an option to use the Software.
- 1.3. "KaDe Premium Plus" or "Software" shall mean the computer software developed by the Developer, which can be used by the User in accordance with principles set forth below.

#### 2. License and limitations

- 2.1. The User can install and use the Software only in a way and on terms set forth herein, in accordance with the operating manual enclosed to the Software or to the device.
- 2.2. The Developer hereby grants to the User the license for internal purposes, without the exclusivity right, without the right to transfer or grant the license to other persons, for loading, installation and using KaDe Premium Plus II on a desktop or on a laptop.
- 2.3. The User shall have the right to install the Software on one computer terminal and to make one back-up copy.
- 2.4. The User cannot in any way lend for use, resell, transfer, disseminate or in any other way make the Software or its part accessible to third parties, and violate any rights regarding the Software or its part.
- 2.5. The User shall not be authorized and undertakes not to initiate, procure, agree for or authorize a third party to modify, create derivative elements, translate, decompile, disassemble or break the code of the Software or its part.
- 2.6. The Developer reserves the exclusive right to modify, extend, update, translate and repair the Software at his discretion.
- 2.7. The Developer shall not be obliged to notify the User of modifications, extensions, updates, translations or next versions of the Software.
- 2.8. The Developer shall not be obliged to provide the User with subsequent versions of the Software, its extensions, updates or translations.
- 2.9. New versions of KaDe Premium Plus II can be accessible on Developer website where the User can download and install modifications, extensions or updates of the Software made.

#### 3. Term of the Agreement

- 3.1. The Agreement shall be concluded by approving its provisions by the User during the KaDe Premium Plus installation.
- 3.2. The Agreement shall be concluded for indefinite period subject to one month termination notice, provided that the User can terminate the Agreement by deleting the KaDe Premium Plus and its back-up copy.
- 3.3. All rights of the User to the Software granted under the Agreement shall expire upon termination of the Agreement. In such case the User shall be obliged to cease using the Software and delete the Software and its back-up copy from any carriers or devices.
- 3.4. The Developer shall not be held liable for any losses incurred as a result of termination of the Agreement.

#### 4. Guarantees and responsibility of the Developer

- 4.1. The Developer guarantees that he is able to conclude and implement the Agreement.
- 4.2. The User guarantees that he is able to conclude and implement the Agreement.
- 4.3. The Developer shall deliver the Software as is, without any warranty and shall not be held liable for effects of using the Software in case of incorrect operations of the computer system due to defects of the hardware, incorrect installation or configuration of the software and hardware, and in case of incorrect Software usage.
- 4.4. The Developer shall not be held liable under a warranty or surety in respect to the Software. If the aforementioned exclusion of liability is impossible, it shall be excluded to maximum possible extent.
- 4.5. The Developer shall not be held liable for a way of using the KaDe Premium Plus by the User, in particular for using the Software contrary to the Agreement or operating manual enclosed to the Software, e.g. on a computer terminal other than intended, or for related damage.

#### 5. User's risk

5.1. The User acknowledges and agrees that the whole risk resulting from using the Software in a way set forth by the Agreement and the operating manual enclosed to the KaDe Premium Plus shall be borne by the User to a greatest extent permitted by regulations. Additionally, in case of circumstances hindering the Software functioning – if these circumstances are directly due to reasons inherent to the Software – the User shall immediately notify the Developer thereof under pain of excluding any related liability of the Developer.

#### 6. Settlement of potential disputes

- 6.1. The Parties undertake to amicably solve any disputes that might result from execution of the Agreement.
- 6.2. If a dispute resulting from the Agreement cannot be solved amicably, the dispute shall be submitted to a court competent for the seat of the Developer for settlement in accordance with the Polish law.

#### 7. Copyrights and Related Rights

7.1. Violating Copyrights and Related Rights of the Developer may result in civil and criminal liability of the entity violating these rights.

#### 8. Final provisions

- 8.1. The Developer can assign rights to the KaDe Premium Plus or its part to third parties at his discretion, without a need to notify the User.
- 8.2. The User cannot assign rights obtained under the Agreement to third parties without consent of the Developer.
- 8.3. Any amendments to the Agreement shall be introduced in writing under pain of invalidity.
- 8.4. The Parties declare that they have read the Agreement, understand its content and are aware of the scope of their rights and obligations.



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NIP: 9512500868, REGON: 385953687 Wpisana do rejestru przedsiębiorców prowadzonego przez Sąd Rejonowy dla m.st. Warszawy w Warszawie, XIII Wydział Gospodarczy Krajowego Rejestru Sądowego pod numerem KRS 0000838329, kapitał zakładowy wydacony w człości w wysokości: 5 000 zł	

kapitał zakładowy wpłacony w całości w wysokości: 5 000 zł

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